

G. R. S. IX-5]

Previous references.

File No. 6.

1913-14

Serial Nos. 1-4

(S. A. G.)

Later references.

S. A. 88-16 85 2, 10-12.

B. Sept. 17

P. 175 (E)

P

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-4.

Part B for December 1916.

SUBJECT.

Office manuals and standing orders.

To.

The Excise Commissioner

G. O. no. 6-8 & 9-4 dated 19th Dec 1916

Approval of the revised manual of work and
Procedure in the Excise Comers' office.

Winton
20/12/16

1913 *3/11*

GENERAL AND REVENUE SECRETARIAT.

(*9173*)

NOTES.

E.A. File No. *1-13*

FILE HEADING.

Office manuals and standing orders

From

*The Excise Com^t in Mysore*No. *6684* Dated *18.2.14* Received *20.2.14*Diary No. *30**One* Enclos.

Spare Copies.

Serial No. *1*

BRIEF ABSTRACT OF LETTER.

Send a copy of Excise manual Vol I and state that the 2nd Vol. containing Departmental Circular instructions is in the Press.

NOTES AND ORDERS.

- 1. The Excise Com^t state, that no manual or Rules of Office Procedure are kept.*
- 2. Vol I of the Excise manual contains only the Excise Regn., Opium act &c and rules framed thereunder as also the Notifications issued by*

Flag X.

Serial
No.

the Excise Com^{rs} and does not contain
any rules of office procedure.
Subd for orders.

note ^{mm}
17/10/14

3 This file and connected files
may be resubmitted on receipt of the
Rules of Office Procedure which have
been sent up for approval. ^{mm}
21/10/14

4 G.O. No. 65203-57 of the 23rd Nov 1914
prescribing certain general rules of office
procedure has been issued. The Excise
Com^{rs} will be asked to ~~forward~~ take early
action in the matter of providing an office
manual for his own office and one for
the Dt. Excise Office including the Revenue Office.
Subd for orders.

note ^{mm}
4/12/14

Pl mis 847 214..

5 To Por II for favour of opinion
^{mm}
9/12/14

6 Will follow on ~~as~~ on the linked file
(Secretary) ^{mm}
12/12/14

7. See Secretary's order on ^{mm}
12/12/14

Serial
No.

8. As orally instructed draft letter to the Excise Comd^r requesting him to have an office manual prepared early subd for orders

used
30/12/15
mm/1/15

9. Subd for approval

Secretary)

10. Approves

Done
7/1

mm

4/1/15

Issue

mm

7/1

Letter

*243/7-1-15.
S.A.

To the Excise Comd^r in Mysore. requesting to have a manual prepared & to submit the same for approval by the end of March 1915.

From the Excise Comd^r in Mysore Letter No: 7422 of 6-4-15 stating that the draft office manual will be submitted by end of June next and that Vol II of the Excise manual is print and copies will be sent on receipt from the Press.

11 The above reply has been in response to reminders issued. The draft manual will be awaited.

Subd note 12/4/15. 12 To reviewed on 10 July

mm

12/6/15

13 In reply to our letter No: 57 of 6-7-15 requesting

Serial
No.

early submit of the manual, the Excise
Comd says that the work will be taken up now
the draft subd. to foret. without delay.

Subd

use mm/
16/7/15

All

17/7

This may wait till 18/11/15

mm

S/P

In reply to our Reminder no S-81/E.A. dated
the 25th ultimo the Excise Commissioner writes
saying that he has taken ^{the work up} the manual on hand
and that he hopes to submit the draft by the
31st December 1915.

Submitted

mm

7.10.15)

9/10

mm

The Excise Comd in his D.O. letter
no. 224 of the 17th Dec 15 states that he
was not, on account of tour &c, able to
complete the manual as promised and
he will submit the dft by the end of Jan'y
1916.

Subd

He await its receipt till that date

use mm/
20/12

mm/
27/12

In D.O. letter no. 283 of the 1st instant the
Excise Comd says that the draft manual
is complete but requires final revision
and will be sent up as early as possible.

Serial
No.

The delay is said to be due to the Comr's absence on tour ^{of inspection} in the Shimoga dist.

Filed
recd
4/2
mm

recd
u/r

18 Reminder filed. Reminder issued 13/3.

^{recd} From the Excise Comr in Mysore

1 Letter No. 361 of the 26th Feb 1916 submitting in duplicate for the approval of Govt; a draft copy of his office manual.

19 The main feature of the manual is that the Disposal number system has been adopted in its entirety, many of the paragraphs of the draft note (printed) having been incorporated in their appropriate places. The general rules of office procedure and the provisions of the Secretariat manual in a few respects (e.g. noting, drafting &c) have been adopted. The manual is exhaustive so far as it goes. It would appear that a defaulter's book is maintained in the office to note punishments awarded to subordinates of the Executive Staff. But this however does not find a place in the manual. The portions relating to the Disposal number system may require slight

G. R. S. 12]

General and Revenue
Secretariat.

EX File No (9) 5 of 191 .

Serial
No.

revision in view of the changes made on
suggestions, in the office copy of the draft rules
re D. No. system in the main file.

Subd

was
8/4/16?
Wm 14/4/16

forwarded to Port II for favour of
remarks.

I have taken the second copy of
the draft for study:

All
18/4/16

To be sent
to our
18/4.

G. R. S. 12]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

The more
elaborate it
is the better
it is.

Part II. 22. The Division of work mentioned appears to be rather elaborate. While there are only 9 clerks, there are 7 minor heads and 10 sub divisions. ^{details of translators & Kamada Kumada's work are not given.} The distribution of work is given in detail. There are no standing orders on the subject and this is the first attempt to give systematic classification. An attempt was made to find out if there are any details available in other parts of British India, but no available Manual gives the information.

23. Two minor matters are however referred to ~~be~~ in this connection. The Head Clerk's position appears to have been made independent of that of the Head Accountant in matters assigned to his supervision. It is not clear if this arrangement will be suitable especially when the Head Accountant is the ministerial head of the Office, directly responsible to higher Officers.

24. It is also a point for consideration whether the Storekeepers' work cannot be reduced, if certain departmental forms,

Serial
No.

which are not made available for sale, can be left to the Stationery Depot for distribution. This may be a point to be taken up for consideration at the time of general reorganisation. Part T.

No harm in
having detailed
instructions
in.

25. It is not clear if detailed instructions regarding noting and drafting is quite necessary for the Commr's Office. It may be considered sufficient if noting is done on ordinary paper ^{with} half margin ^{& drafting}.

26. The details relating to contingent register, the returns to be forwarded to the Comptroller & the reports to be sent up to Govt are also given in detail. The graduation lists of Inspectors & Asst Inspectors are half yearly lists. It has been purposely, perhaps, ~~stated~~ stated to be yearly.

27. Appendix J. gives the details of records to be destroyed & preserved. The matter has been arranged and the periods mentioned may be tried for some time, to be revised if necessary, in the light of future experience. Some changes are indicated in the margin.

Serial
No.

28 With regard to this list of returns etc
to be sent up to Govt & Audit-Office
certain alterations are proposed
in the margin. It is not clear
if the date ought to be fixed
in the case of refund bills relating
to certain incidents, thereby
creating unnecessary differences
^{between one class & another.}
This list will have perhaps to be
revised in the light of the above
remarks & marginal entries.

M-AM [No remarks are offered with reference to the
disposal number system.]

8/5/16.

vs. Br VIII.

ke 23/5/16

Serial
No.

Necessary alterations have been made in the draft as per personal instructions and a draft for approving the manual is put up.

filed
note
15/6.

Asst Secy)

6/6

L III.

Revised draft prepared as per personal instructions is filed. The list of records to be retained and destroyed the periods have been altered so as to fit into the disposal number system.

filed
note

16/6. 32 The draft manual requires much revision and for some of the changes proposed it is necessary to obtain the Exche Commr's opinion. But the introduction of the system laid down in the Manual need not be deferred. A draft order is accordingly put up for favour of approval or other directions.

First member) 33 Approved 16/6/16

Issue a new file to Br II
& return

17/6. over 17/6
for info
19/6

2680

12

11

G. R. S. 12]

General and Revenue
Secretariat.

EAG File No. 6

of 191 .

Serial
No.

2. Letter No: 6-2-EAG of the 20th June 1916 to the Excise Comr. approving the draft manual provisionally and calling for a revised manual embodying his views on the suggested modifications.

For information and return.
Br II).

20/6/16.

Wm

The file may be
Noted and returned.

23/6/16. HRL

Br III

36 Off. reminder is put up.

Filed
here
25/9.recd
ab/g

Reminder issued 29.9.16.

No AC. 483-16-1 of
2.10.16.

The Ex Comr. in reply states that the manual will be submitted before the end of October.

Wm
13/10.38 Filed
here
16/10.

3. Excise Comr's letter No: A.C. 483-16-2 of 1-11-1916 in submitting the revised manual.

39 The corrected draft sent to the Excise Comr. with Serial 2 would be of use in comparing the suggestions adopted. A draft asking for its return is put up.

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue
Secretariat.

E.A. File No. 6

of 191 .

Serial
No.

for kind approval.

dated
11/11

done
11/11

Issued.

To Exercise Comd: letter No. 6 E.A.
of 13-11-16 requesting return of the
first draft manual

Excise Commr's reply No. A.C. 483 of 18-11-16 for
warding the original draft manual
and requesting its return when done with.

The revised manual has been prepared
on the lines indicated in the draft return
corrected with serial 2. All the suggestions
have been adopted.

Hay 2

* Hay M

dated 41. In letter No. E.A. 46

5/12/16 dated 20. 6. 16 to the Excise Commr

The Manual has been provisionally
passed and the Excise Commr was requested
to revise it on certain lines. A revised
draft has accordingly been prepared &
subd by the Excise Commr. It
embodies all the suggestions contained
in our letter & may be approved
by the members

* Paper inscribed to
sal.

165
6.12.16

done
6/12/16

42 I think this is fine
43 I think this is a good deal

Serial
No.

of repetition in these office
manuals.

44 One book rather
expensive for general
use - applicable to
all offices.

& Spl manuals for Spl
oficial instructions.
These should be in the General
Manual for the General
Dept.

45 All these big manuals
no one will read or
follow up.

7/13
JH

46 The principle expressed above
has been followed in the scheme of
manuals recently sanctioned (first
copy put up). That is to say, a
general compilation of standing orders
has been prepared (now in press)
and Spl manuals for each Dept.
The Manual now used is practically
a set of office instructions to the
Executive Commr's Office. This office is

Serial
No.

Hain.

X

invited to paragraph 4 in the G.O.
sanctioning the scheme of manuals.

47. The Manual has been
already provisionally passed (vide
para 38). A limited number of
copies may be printed at the
discretion of the Excise commr. But
printing is not absolutely necessary
as the currency of the Manual
would be restricted to ~~at~~ the
Excise commr's office only.

347
9.12.16.

Second number)

new
7/12/16.

48
The manual may be returned
only approved. (needs the printed)

49 Ordinary rules of business &
Conf. are common to all
Offices of heads of Depts - &
so much of them need be included
in the general manual as standing orders
so that is the 2nd class
of manuals? See no ref to it
in the proof copy.

all
10/12

• am
11/12
11/12

B

G. R. S. 12]

II
ANCIAL
21 DEC 1916

General and Revenue
Secretariat.

E.A. 6

File No.

of 191

H. no. 1318-16.

Serial
No.

1. Approving the manual is put up.

51
subs
18/12
Wm

8000
new

18/12

4 G.O. 18: E.A. 6-4 of the 19th Dec 1916
approving the office manual.
To Branch II with a copy of the
order for note & kind return of the file.

10/12/16?

notes 18/12

mas

notes

15/1/17

GEN. & REV. SECRETARIAT
VIII
E. AUDIT.
15 JAN 1917

53 The Exche Commissioner in his letter no
A.C. 483 of 18.11.16. Requests for the return
of the draft office manual when done with.
Submitted with a draft returning the
draft manual.

3.5.17
5th

What is the meaning
of returning the file
now at this distance of time?
Moreover a copy is necessary for
the file.

me
3/5

Inter We have a copy of the
manual as finally approved in the
file. What is proposed to be returned
is only a draft manual which was

G.R.S. 26]

SUBJECT.....
.....
.....

Diary No. of letter replied to.....

Section
File No.
Serial No.

General and Revenue Secretariat
()
, the 191 .

No. 6-E. A.G.
Enc. Original D.O. Manual.

Date of issue 20. 6 - 1917

To The Excise Commissioner

Signed by Mr. H. Madhava Rao, Secy.

~~As desired by you~~
I am directed to return the
original draft office manual
received with your letter
No A.C. 483 dated 18. 11. 1916.

I have to
for Secretary
Sd/-
14/6/17

over.

G. R. S. 12]

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

first-ordered by the Excise Commr and
once returned to him for revision.
The draft is now kindly approved -

Wm
14/6/17

Letter no. 6. E. S. G. of 20.6.17
to the Excise Commissioner in Mysore
returning the original draft manual
of his office.

19

General and Revenue Departments,

No.51-99/E.A.

Bangalore, 7th February 1914.

From

The Secretary to Government,

General and Revenue Departments.

To

Heads of Departments.

Sir,

With reference to para 5, clause (1) of G.O.No.G.5924-72 G.M.259-12-1 dated the 3rd February 1914, I am directed to enquire whether Manuals or Rules of Office Procedure, a complete set of the standing orders of Government relating to your Department and a full up-to-date file of the orders and instructions issued by you for the guidance of your subordinate offices are kept and maintained in your office.

2. I am to request that spare copies of the same may, if available, be kindly sent for the information of Government at your earliest convenience.

I have &c.,

Intd. ~~Mr.~~ N.R.

For Secretary to Government.

Intd. D.M.N.

6-2-1914.

Issue

N.R.

6-2-1914.

No. 6684

En: an book

10 33 D 32 13 20
30
OFFICE OF THE EXCISE COMMISSIONER IN MYSORE.

Bangalore, dated 18th February 1914.

FROM

P. Raghavendra Rao, Esq., B.A., B.L.,

Excise Commissioner in Mysore.

TO

K. R. Srinivasiengar, Esq., M. A.,

Secretary to the Government of

His Highness the Maharaja of Mysore,

General and Revenue Departments.

Sir,

In reply to your letter No. 51-99/E.A., dated the 7th Instant, enquiring whether Manuals or Rules of Office Procedure etc, are kept and maintained in this office and asking for spare copies of the same, I have the honor to forward herewith, a copy of Excise Manual Vol.I and to state that the Departmental - - - Circular-instructions, which form the second Volume of the Manual, are still in the Press and will be forwarded on receipt of - - copies from there. I further beg to intimate that no Manual or Rules of Office Procedure are kept.

I have the honor to be,

Sir,

Your most obedient servant,

P Raghavendra Rao

Excise Commissioner
in Mysore.

G. R. S. 26]

21
File No. 1 of 13-14.
Serial No. 45

Diary No. of letter replied to 30.

No. 243

S. A.

General and Revenue Secretariat

()
the 191 . }

To

The Excise Commissioner in Mysore,
Bangalore.

Date of issue 7-1-15

Sir,

Signed by Mr. Mathana Rao

With reference to your letter No. 6684 dated the 18th February 1914, I am directed to request you to be so good as to have a Manual prepared for regulating work and procedure in your office, and to submit the same for approval before the 15th Feb 1915.

2 As desired in para 2 of Government Order No. 5203-51/E.A.4-14 dated the 23rd November 1914, the general Rules of Office Procedure issued therewith may be embodied in the Office Manual.

3 Two copies of Volume II of the Excise Manual may be sent if they have been over.

SUBJECT.

been received from the Press.

I have &c.,

Done *7/1*

Offg. Secretary to Government,

General & Revenue Departments.

nu
4/1/15

Bangalore,

4th January 1915.

copy to Br II

Copy received
12/1/15

List of enclosures

Copied by

Examined by *W. R. ...*

23
D. no. 417/8A
10-6-15

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE.

Bangalore, dated.....6th April.....1915.

84

9/4
To be sent
on 12-4-15
no
FROM

P. Raghavendra Rao, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

To

D.M. Narasinga Rao, Esq., B.A., B.L.,
Offg: Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Sir,

Adverting to your letter No. 243/T.A., dated 7-1-'15 and
subsequent reminder thereon, regarding the preparation of an office
Manual, I have the honor to state that the ^{draft of the} Manual in question will
be prepared and submitted to Government by the end of June next.

2. Volume II of the Excise Manual is in print and the required
number of copies of the publication will be sent as soon as they are
received from the Press.

I have the honor to be,
Sir,
Your most obedient servant,

P. Raghavendra Rao
Excise Commissioner.

24

MAS.

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE

no. 361
Enc. with appen.

Bangalore, dated 28th February 1916.

FROM

P. Raghavendra Rao, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of
His. Highness the Maharaja of Mysore,
General ~~XXXXXX~~ Department,
Bangalore.

Sir,

Adverting to your letter No. 243/E. & A. dated 7th Januar
1915, I have the honor to submit herewith, for the approval of
Government, a draft copy of the office manual, together with the
appendices thereto, in duplicate.

I have the honor to be,

Sir,

Your most obedient servant,

P. Raghavendra Rao
Excise Commissioner. 25.2.16
2

1) All processes
System may

2) Main air unit
Under air unit

3) Connections
4) Soft-ware
5) Hardware

6) Direct Mail
7) Local Area Network

8) Rules regarding
Branches of the
to be made

uniform

changes in attire

suggested by the
to the uniform

No. 69

Bangalore

20th April 16

My dear Madhava Rao,

The Head Accountant.

Mr. Raghavachar, is on casual
leave today, but is due ^{day after} to-

leave today, but is due ^{day after} to-

leave today, but is due ^{day after} to-

leave today, but is due ^{day after} to-

leave today, but is due ^{day after} to-

leave today, but is due ^{day after} to-

OFFICE MANUAL.

Table of contents.

CHAPTER I.

Organisation and discipline.

1. Working hours.
2. Attendance Register.
3. Grant of leave.
4. Appointments.
5. Confidential nature of office information.
6. Conduct of Public servants.
7. Officer's order Book.

CHAPTER II.

Office Routine.

8. Delivery of Post.
9. Opening of tappals.
- 10-11-12. Daily tappals.
13. Disposal number system.
- 14.) Brief explanation of the disposal number system.
to 17.)
18. Numbering currents.
19. Papers that need not be Registered.
- 20) Transfer of Registered currents to disposing clerks.
to 23)
24. Mode of referencing.
25. Noting.
26. Multiplicity of notes.
27. Contents of notes.
28. Formal notes on unofficial references.
29. Unofficial receipts.
30. Unofficial issues.
31. Formal notes on confidential cases.

267

1907 700 0.02 100 42 3401

manuscript & that he might

go and see you any convenient

day in office, after informing

the Excise Commr.

yours sincerely

D. S. 1000 von 1890

- to

- 66. Return of reference papers to record.
- to 67) Fair copying, comparing and despatching.
- 72)
- 73. Service Stamps.
- 74. Telegrams.
- 75) Confidential papers.
- to 77)
- 78. Return of disposals to record.
- 79) Pending papers with clerks.
- to 82)
- 83. Standing orders.
- 84) Indexing.
- to 86)

CHAPTER III.

- 86. Preservation and destruction of Records.
- 87. Arrangement of records.
- 88. Arrangement of papers dealt with under the disposal number system.
- 89. Removal of papers from record.
- 90. Form of issue Register.
- 91. Maintenance of a catalogue of books belonging to office library, mode of keeping Gazettes.
- 92. Arrangement of Administration reports and monthly Volumes of Government Proceedings.
- 93. Selection of papers to be destroyed and their destruction.

CHAPTER IV.

Cash, Pay bills &c.,

- 94. Cash transactions.
- 95. Contingent Register.
- 96. Disbursements to be previously authorized.
- 97. Verification of cash balance.
- 98. Acquittance Roll.
- 99. Scrutiny of acquittance Roll.
- 100. Custody of Cash.
- 101. Furniture Register.
- 102) Stock and supply of Stationery.
- to 103)

30

4.
Part II.

404

Chapter I.

Departmental Procedure.

- 104. Division of the office into sections.
- 105. Duties of the ~~M~~anager.
- 106. Distribution of work.
- 107. Establishment Branch.
- 108. Travelling Allowance and Contingent bills.
- 109. D.C.B. Branch.
- 110. Consumption Branch.
- 111. Inamdars' claims to toddy revenue, refunds and remissions.
- 112. General Branch.
- 113. Distillery Branch.
- 114. Crime Branch.
- 115. ~~Stores~~ Stores.
- 116. Records.

Part III.

Appendices.

27

GENERAL RULES OF OFFICE PROCEDURE.

Chapter I.

Organisation and discipline.

Working hours.

1. The working hours of the office will be from 11 A.M. to 5 P.M. except on Sundays and recognised holidays.

Attendance Register.

2. An attendance register will be maintained in the office in which the attendance of the office staff including the attached menials will be recorded.

The attendance register will be closed by the Head Accountant at 11.45 A.M. - every morning except on new moon days when it will be closed at 1.45 P.M. and submitted to Assistant to Excise Commissioner for inspection. On every Monday the register will also be submitted to the Excise Commissioner for his inspection.

Clerks and peons who come late more than thrice a month will be liable to forfeit half a day's pay for each such late attendance during the month.

The

2.

The Head Accountant will report to the Assistant to the Excise Commissioner habitual late attendance on the part of any of them. *The members of the*

Grant of leave.

3. Clerks and office servants -- requiring leave shall obtain the previous sanction of the Assistant to the Excise Commissioner. Those who are obliged to absent themselves on any day through unavoidable or unforeseen circumstances shall forward an application so as to reach office before time.

All casual leave and privilege leave ^{not exceeding} ~~below~~ 15 days will be granted by the Assistant to the Excise Commissioner and only applications for longer leave require the sanction of the Excise -- Commissioner. Such applications will be disposed of in accordance with the Mysore Service Regulations subject to the exigencies of the service for the time being. All leaves granted shall be noted in the leave register.

3.

Appointments.

4. Appointments to the ministerial staff will be made by the Excise Commissioner, due regard being had to the standing orders contained in appendix B.

Confidential nature of office information.

5. Information acquired by clerks in their capacity as employees of the office must not be divulged nor official documents copied for private or non-official use. Except with the permission of the Assistant to the Excise Commissioner or the Head Accountant, no official paper shall be taken home.

Conduct of Public Servants.

6. The conduct of officials as Public Servants will, in respect of matters specifically mentioned therein, be governed by rules issued therefor by Government in their Order No. G. 785-818/G.M.392-14-2, dated 19th July 1915 (Vide appendix C).

Office Order Book.

7. All general instructions issued by the presiding officer from time to time for the guidance of the members of

of office establishment, whether in --
 regard to office routine or in regard to
 personal official conduct, shall be em-
 -bodied in an Office Order Book. The
 ministerial head of the office will be
 held responsible for seeing that every
 member of the office establishment --
 whether acting or permanent acquaints
 himself at the earliest practicable date
 with the contents of the book.

and if of sufficient
 importance, in the
 Office Manual

5.

Chapter II.

Office Routine.

Delivery of post.

8. A Window Delivery Ticket is purchased from the Post Office which is renewed every year, and tappals addressed to the office are arranged to be delivered at the Post Office window and brought in a closed bag, by an office orderly deputed for that purpose.

Opening of tappals.

9. The tappals will be opened by the Excise Commissioner ^{him} while he is at Head Quarters and by the Assistant to the Excise Commissioner during his absence. In the latter case, a list of the day's tappals containing an abstract of all important papers (as per marginally noted details) will be ^{sent} submitted to camp.

Tappals received in the Excise Commissioner's Office, (Dated)

Serial No.	From whom	Subject	Enclosed	How disposed of.
1	2	3	4	5
				6

Daily tappals.

10. After they are seen by the Excise Commissioner and orders noted thereon, ^{the papers} they will be sent to the Assistant to the Excise Commissioner who after perusing ^{al} will pass them on to the Head

Head

6.

Head Accountant with such instructions for urgent submission in the case of - - papers requiring immediate attention as may be necessary.

11. The Head Accountant will mark ^{each paper} thereon the branch to which or the ~~ini-~~ ^h ~~tials~~ of the clerk to whom each paper pertains with his initials and date and send them to the "current branch" to be registered.

12. The letters received in the course of the day will be similarly - - dealt with, being received by one of the "current" clerks and submitted to the Excise Commissioner un-opened. On receipt of papers in the current branch they - - shall at once be entered in the appropriate registers.

Disposal Number System.

13. The system of correspondence and record arrangement that will be - - followed in this office from 1st July 1916, is the Disposal Number System, the

main-
papers

main principles of which are (1) that "every paper on receipt is given a serial number by which it is known and referred to, until final orders are passed on it" (2) that "the whole correspondence immediately connected with a paper is filed in chronological order until it is finally disposed of" and (3) that "when disposed of, the file is given a final number in the disposal list, and is then indexed and arranged in the record room according to its serial number in the disposal list". The chief object of the system is "to ensure the systematic arrangement of records and to facilitate referencing".

Brief explanation of the disposal number system.

14. Under the "disposal number system" all papers whether they form inward or outward correspondence are registered in one Register known as the "current register" and all entries relating to a particular correspondence are grouped together. This continues

8.

so long as the correspondence is pending. When disposal is reached, that is to say, when the file is closed, it is carried forward to what is called the disposal -- list and there serially numbered, this serial number being noted at the same time in the current register. The disposal number is put on the communication or order closing the correspondence and becomes the number of the entire file by which it is ever afterwards known. The current register is thus a combined register of receipts and issues, and the entries relating to any particular correspondence are grouped together so as prominently to show the stage at which the correspondence stands and whether it is pending in the office or outside.

15. The disposal list is not the ordinary "To" register. It takes no note of intermediate communications but only of disposals, that is letters or -- orders which close a correspondence, and these

these orders need not necessarily be - -
communicated to any one; papers which
are recorded in the office are, for ins-
tance, entered in the list. The disposal
list is a register of disposed-of files
entered in such a way that their record-
-ing, indexing, arrangement in the record
room and destruction can be effectually
regulated thereby. It controls the - -
work of the record staff while the current
register controls that of the disposing
staff.

13. A "current" is a paper which,
whether it arises in the office or is - -
received therein from outside, initiates
a correspondence.

17. The most important of the - -
several registers required to be main-
-tained in the office are the current
and the periodical registers.) In addi-
-tion to these registers, the following
special registers shall be maintained:-

- (1) Register of papers received from Government.
- (2) Petition Register.
- (3) Register of papers received in camp or tour register.

The headings of the several columns of these registers and the instructions as to their mode of writing are given in appendices E, F, G, H and I respectively.

Numbering currents.

18. Every new current should be numbered consecutively and the number should be entered in red ink at the top of the first page of the paper. The same number will likewise be entered at the top of the docket outside. In the case of petitions and periodicals the word 'petition' or 'periodical' as the case may be will be substituted for 'current'. Papers entered in the Tour Register will be numbered in the same manner as those in the current register except that the word 'tour' is substituted for the word "current".

Note. When letters from other departments or from private individuals are received without a docket sheet, a half sheet should be attached by the registering clerk on which shall be entered the current number, the name of the person from whom received and the other entries properly finding a place in the docket.

Papers that need not be Registered.

19. (The general rule is that every paper received in the office will be registered in the appropriate register, but to this rule there may be exceptions, chiefly in cases where the contents of the papers can be sufficiently vouched for by entries in special and technical registers maintained with regard to the subject matter thereof. Instances of - this would be -)

1. Cheques issued by the Distillery Officer for payment of price to the arrack manufacturers,
2. crime reports in heinous cases received from the Range Inspector
3. monthly inspection reports of depots submitted by the Amildars,
4. cancelled "J" passes received from the Amildars every month and
5. travelling allowance and contingent bill.

Transfer of registered
currents to disposing
clerks.

20. As soon as a current is registered it shall be handed over to the clerk who deals with the subject to which it relates, the designation of the clerk and the date on which it is so handed over being entered in the appropriate columns of the received register.

) The registering clerk shall also keep

keep a separate register in which he will note merely the numbers according to the current register of the various currents handed over by him to the disposing clerk and obtain his initials in token of the receipt of the papers.

21. It is the duty of the disposing clerk to cause all papers received by him to be referenced and to carry the current through all subsequent stages till he is relieved by disposal. The maximum time allowed for referencing and drafting will be ordinarily five days. In important or emergent cases, this must of course be less. If it is not possible to draft on a paper within the maximum period allowed, a remark to that effect must be made by the clerk concerned specifying the - - reasons therefor and extension of time obtained.) Each disposing clerk shall maintain a personal register in the form ~~given in appendix J.~~ *prescribed by the rules of the D.M. Syph*

22. When a paper is given to a disposing

13.

disposing clerk, he will enter in column 1, the number which the paper bears in the current register and the date on - - which ~~was~~ he received it and should the paper be disposed of without an intermediate reference, he will enter the disposal number in column 4. Should an intermediate reference be sent out, he will enter in column 2 the date on which it is issued and the name of the officer to whom it is sent. When the reply is received, the number given to the reply by the outside office and the date of its receipt will be entered in column 3; if if there are further intermediate references and replies, further entries will be made in the same way in columns 2 and 3 until the file is closed by the entry of the disposal number in column 4. The abstract of the original current may be entered briefly in column 1.

23. When requisition slips are sent to the Record-keeper for papers required for

for the disposal of a current, the fact shall be noted in the column of remarks with date. A similar note shall also be made of the date of receipt of the references from the record or date of return of the slip when the references are not found. In rare cases when currents are sent to the Record-keeper for being -- referenced, as for example, when the -- current itself does not indicate what the back papers are, or when old records are to be traced or when the subject is an important one necessitating reference to the indexes for a long series of back -- papers bearing on the subject, in which cases the Record-keeper has usually more time at his disposal for making detailed searches than the disposing clerk. The Record-keeper's dated initials will be obtained in column 5 of the register both when they are sent and when they are -- returned.

Note. If the disposing clerk has to keep any special registers

15.

for the maintenance of which he is solely responsible, the papers entered in them need not be entered again in his personal register. The -- special registers will be sufficient check for all purposes.

Mode of referencing.

24. When a paper is required for the disposal of a current, the disposing clerk shall prepare a fully signed (over his designation) and dated requisition slip giving particulars of the number and date of the paper required, the number of the current for which it is required and send it to the Record-keeper. On receipt of the requisition slip in the record room, the Record-keeper will note on it the date of receipt and will have an -- immediate search made for the reference required. In case the record wanted is not found, the requisition slip will be returned to the disposing clerk with an entry to that effect and date of return. If it is found, the Record-keeper will give a serial number from his record -- issue register, make the necessary en-

-tries

entries in columns 1 to 4 of that register, remove from the bundle the paper required and comply with the requisition, filling in the date of issue in the requisition slip and substituting it for the paper taken out. The full signature and designation of the disposing clerk to whom the paper is delivered shall at the same time be taken in column 5 of the record issue register and attested by the Record-keeper or his assistant who delivers the paper in column 6. The same procedure shall be followed when a paper is required for any other purpose from the record room by the disposing clerks or others. In such cases the purpose for which the paper is required shall be entered in column 4 of the register if no current number can be given. In rare cases where the currents themselves are sent to the Record-keeper for referencing the latter will, as an additional precaution, note on the back of the current

the date of its receipt, trace the references and return the current to the disposing clerk concerned, noting on its back the numbers and dates of the references traced and also the date of return. The disposing clerk will then prepare the necessary requisition slips and obtain the papers required in the manner already provided.

Noting.

1. There are two kinds of notes, viz, -
 - (A) Formal.
 - (B) Routine.
2. Formal notes are again divisible into -
 - (i) notes on official communications,
 - (ii) multiplicity of notes,
 - (iii) contents of notes,
 - (iv) notes on unofficial communications,
 - (v) notes on unofficial confidential communications.

25. (A) Formal Notes.

- (i) Formal notes on official communications.

- (1) Noting will be done only on one side of the paper.
- (2) The Note Form and the continuation sheets may be got ruled at intervals of about half an inch, if necessary.
- (3) On the margin of the Note Form pencil notes may be made pointing out omissions to the clerk in charge of the branch by ministerial head of the office.
- (4) Any instructions which are intended to be conveyed to the office will be noted in ink in the margin; but -- generally

In all ordinary and uncomplicated cases, no noting is necessary. ~~The~~
~~Papers should be sub-d with~~
~~a draft replies where~~ ^{Nature of the} ~~the (1) or~~
~~reply to issue admits of no doubt,~~
~~a draft or a reply should~~
~~be put up without any note.~~

In all cases, papers
should be sub-d with a note
containing

generally Routine Note form is preferred for writing anything other than brief instructions.

- (5) Officers will always give their -- opinion on the Formal Note below the office note, any remarks which they may wish to make against the office or the others not meant to form part of their opinion on the merits of -- the case, being on Routine Note Form or in suitable cases on the margin of the Formal Note Form.
- (6) Every note will be initialled by the clerk preparing it and also by the ministerial Head of the office at the left hand corner close to the margin.
- (7) The Assistant to the Excise Commissioner will invariably sign his -- notes on the right hand side of the form.
- (8) The pages of the notes will be -- tagged together into one collection.
- (9) The notes will be placed at the top of a file, the last page of the -- notes being the topmost one.
- (10) The paragraphs of notes will be -- numbered; and if a note extends ---- beyond a page, the pages as well.
- (11) The file No. will be quoted at the head of each page of the notes.
- (12) Notes will be written in the order of the serial Nos. of the papers in a file.
- (13) The blanks in the printed portion of the Note Form must be filled up.
- (14) Each receipt or issue must be noted duly abstracted in red ink, in the order of serial Nos.
- (15) Noting presupposes three earlier stages, viz, Registration, Abstracting and referencing.

26 (ii) Multiplicity of Notes.

- (1) There will be only one set of notes for each case.
- (2) There cannot be more than one note for a receipt. If the Ministerial Head or the Assistant to the Excise Commissioner accepts the note, he will merely affix his initials to it. If he cannot accept it, he may -- *office* modify

modify or re-write it, or if the --
note is incorrect, inadequate or pe-
-functory return it to be re-written.

- (3) The first officer to whom the --
office note is submitted may similar-
-ly treat it.
- (4) When several branches have to note
upon a case, one note may be record-
-ed by each branch.
- (5) When the Assistant to the Excise --
Commissioner agrees with the office
note to which he has nothing new to
add, he merely appends his initials
to it. Marginal notes or notes to
emphasize special points may be made
by him in any case or cases.

27. (iii) Contents of Notes.

- (1) All notes will be written in a --
temperate manner and free from per-
sonal remarks of any kind.
- (2) If apparent errors have to be point-
-ed out by the office to the officers
in their notes or by the officer to
the Excise Commissioner, special --
care will be taken that the observa-
tions are courteously expressed and
do not extend to criticism of the
opinions expressed by the officer or
the Excise Commissioner respectively.
- (3) No paraphrase of the paper under
disposal is permissible, or ~~should~~
be made, as it will always be --
assumed that it will be read.
- (4) The reproduction in a note of --
verbatim extracts from the letter or
despatch, will, as a rule, be avoid-
-ed.
- (5) Where a perusal of the paper under
disposal is sufficient, nothing is
required beyond a brief suggestion
for action.
- (6) A precis of a single paper is not
made unless it is of great length
and complexity. Even then no --
precis will be prepared without the
orders of an officer.
- (7) When a note or precis is required,
it will contain the following parti-
-culars:-

- (a) A precis of the previous
history of the case, un-
-less one already exists
to which a reference can
be made.

(b)

- (b) A very brief summary of the papers under disposal and the question for consideration and decision.
 - (c) Reference to any law, rule precedents, previous orders or parallel cases relevant to the case.
 - (d) In cases governed by rule or custom or requiring the concurrence of other Departments, the procedure to be followed will be indicated.
- (8) When a precis has to be prepared of replies to a series of questions or upon a subject which can be split up into distinct heads or issues, it will be prepared under the various questions or headings, the contents of each communication being summarised under the appropriate question or heading.
- (9) In the case of annual returns or reports, the information given therein will not be repeated in the notes but important passages therein will be marked and attention drawn to them and to the correspondence, if any, relating to them; and in submitting them, the notes and orders on the return or the report of the previous year will also be submitted.

The following points will be attended to while noting:-

- (i) Whether the report or the return has been drawn up in the prescribed manner and gives the prescribed information.
- (ii) Whether orders issued requiring special notice or mention to be made in the report of any subject have been complied with.
- (iii) Whether ~~any~~ standing orders regarding the use of vernacular terms, spelling of vernacular names, illustration of statistics by maps, etc., have been attended to ~~and~~.
- (iv) Whether the prescribed forms have been in any way modified. *and*
- (v) Any general orders on the subject of returns or reports are referred to in the notes and put up with the case.

- (10) The use of ~~the~~ first person, singular or plural will be avoided by the office in all notes.
- (11) Nothing beyond reference will be noted on the paper or papers under disposal.

Object of unofficial references

- (1) The purposes served by the unofficial references are many.
- (2) They are more convenient because the discussion in the notes can be perused by the Officer consulted, while in an official issue, it may not be expedient to embody them all.
- (3) They save delay in obviating formal issues.
- (4) The noting being treated as 'confidential' the consultation and its results partake of the nature of secrecy.

28. (iv) Formal notes on unofficial references.

This head may be sub-divided into two

portions, viz, -

- (a) Unofficial receipts.
- (b) Unofficial issues.

29. (a) Unofficial receipts.

Unofficial receipts are those received

in the Department for opinion.

- (1) Noting on such cases is done as expeditiously as possible.
- (2) Separate sheet (continuation Note Form) is used for noting, if necessary.
- (3) No note is made if the note of the referring Department is full and gives the points for consideration.
- (4) If an office note is necessary, it supplies additional information required for the disposal of the receipt or points out any inaccuracies or objections concerning it.

- (5) The rules relating to -- notes on official papers apply mutatis mutandis to the noting in question.

30. (b) Unofficial Issues.

- (1) In the notes the specific point or points in respect to which reference is made will be stated.
- (2) If a dissentient note is written by the Department consulted only one -- further note will be put up by the referring Department.
- (3) But in such cases the substitution for further noting of a personal discussion will be preferred.
- (4) The further noting in the referring department will be continued on the Form used by the Department consulted.

31. (v) Formal notes on confidential

Cases. (official & unofficial)

The same rules relating to noting on official ordinary receipts and un-official references apply to the confidential cases also, the only difference -- being that in the latter cases the noting is not done by clerks. The officer himself will note on and deal with them further himself.

32. (B) Routine Notes.

- (1) Routine Note Form will be used in every case in which Formal Note Form cannot be used under the existing -- instructions.
- (2) Such cases are the following:-

(1)

23.

- (1) Noting in connection with D.C. receipts of a routine character and connected with any file.
 - (ii) Noting on newspaper cutting⁹ and other papers.
 - (iii) Requisitions for previous papers, calls for proofs, drafts, orders to print etc., are written on this form.
 - (iv) The remarks of the officers independent of the merits of any case are -- made on this form. Enquiries about delay, -- remarks on the manner of submission, requisition for further papers or information and the like are thus written.
 - (v) Routine Note Form alone is used for obtaining orders to issue reminders in pending cases.
- (3) Such notes will be destroyed while recording unless their preservation for a time is necessary for special reasons, in which case they are --- filed.
 - (4) If routine noting leads to important discussion bearing on the merits of the case, portions will be transferred by the office to the Formal -- Note Form in appropriate places.

Drafting.
Time of preparation
of drafts.

33. Any form of draft may be prepared at any stage of the case if it -- appears that the consideration and disposal of the case will be facilitated by submitting it with a draft.

Otherwise drafts will be prepared only after orders are passed.

Mode of preparing drafts.

34.

(1) The object of the draft being to convey the exact intention of the orders, the language employed must be - - concise, clear and incapable of miscons-
-truction.

(2) It must also be free from errors of idiom or grammar and discourtesy of any form carefully avoided.

(3) In letters to Government, it will be ordinarily unnecessary to recapitulate the full contents of a letter under reply at the commencement of the -- draft, a brief abstract of subject alone being sufficient.

(4) But where arguments have to be replied seriatim, an abstract of each argument may be the commencement of the paragraph dealing with it.

(5) Whenever practicable, the notes and orders will be incorporated -- verbatim in the draft, but in other cases the drafter will use his discretion in condensing or expanding the notes.

(6) The hand-writing of drafts must be neat and legible, the use of - - abbreviations except those in general use being avoided.

(7) The clerks in charge of branches must obtain instructions from the Excise Commissioner or in his absence from the Assistant to the Excise Commis-
-sioner whenever there is any doubt - -

regarding the construction or the scope of a draft.

(8) The No. and the date of the letter replied to or of the last letter under correspondence will be referred to in the draft. References to a series of letters, if any, are made in the margin of the draft.

(9) The use of the word 'submit' or 'submitted' except to those in superior positions will be avoided as it implies inferiority of the person addressing.

(10) Government will always be referred to in the plural.

Approving authority for draft.

35. The Assistant to the Excise Commissioner will pass draft endorsements and routine drafts based on orders already passed and admitting of no doubt whatever.

Miscellaneous instructions
for drafting.

36. All letters from private persons, firms and societies will be replied to unless they are replies to communications from the ^{office} Department calling for no further action.

37. An ad-interim acknowledgment is sent to them if the cases cannot be disposed of within a week saying ^{that} they will be addressed later on touching the subject.

38. Objections received from private persons or unofficial bodies will be answered *forthwith* to the tenor that they will be duly considered.

Size of paper for drafting.

39. All drafts, notes etc., intended for record shall, like official communications, be written on paper 13 inches in length and $8\frac{1}{2}$ inches in width. Drafts shall be written on half sheets and not on full sheets, and in half margin. Reminders to subordinate offices may be on quarter sheets $6\frac{1}{2}$ inches long and $8\frac{1}{2}$ inches wide. For large tabular statements which cannot be reduced to half-sheet size, whole sheet can be used, but the width must be some multiple of $4\frac{1}{4}$ inches.

Arrangements of matter and style.

40. Separate letters will be written on distinct subjects. Paragraphs in drafts must always be numbered. Months quoted in drafts must always be by name and not by number. In quoting the letter under reply, the number as well as any

symbols that may have been appended to
shall be quoted. Care should be taken
not to raise general questions or to - -
apply for specific orders in periodical
reports.

Completeness.

41. Communications addressed to the
Government shall, as a rule, be complete
in themselves and independent of enclo-
sures. Enclosures of importance can be
forwarded but merely for possible refer-
ence on points of detail.

Submission of enclosures.

42. In forwarding enclosures, it
will be noted that they can often be for-
warded in original to be returned when no
longer required, ^{that} also ~~that~~ copies are
not usually ~~never~~ forwarded in extenso when extracts
will suffice.

Brevity.

43. Correspondence shall be con-
-densed as much as possible and repêti-
-tions and unnecessary details shall be
avoided. A clear and plain style will
be used without verbiage or unnecessary
ornament.

Propriety of language.

44. The language used in official correspondence shall be temperate and -- decorous and where the non-official public is concerned, special care must be taken to make it dignified and courteous.

Reference to previous correspondence.

45. Such previous correspondence as has taken place on the same subject shall be quoted by number and date. In quoting Government orders, the department of the Secretariat from which they issued will always be mentioned.

Correspondence with Government.

46. All official communications intended for Government shall be addressed to the Secretaries to Government in the various departments, according to the subject matter of the correspondence. Such communications shall be addressed by -- letters in first ~~person~~ person.

Orders to subordinates.

47. Orders to subordinate offices or officers will be written in the form of Official Memorandums. *a*

Communications with equal
Officers of other Depart-
ments.

48. Except in matters of routine or trifling importance such as when enclosures accidentally omitted from a former letter have to be submitted and the like, in which case the use of the docket-slip form is permissible, letters shall be addressed to equals in other Departments. *by letter*

Communications with inferior
officers of other Departments.

49. In addressing subordinate officers of other departments, the official Memorandum form shall be used.

Communications with the
other Governments.

50. Except in routine and unimportant matters, all communications regarding matters connected with Foreign Governments shall be addressed through the Government.

51. All important papers which require the order of the Excise Commissioner shall first be noted on by the disposing clerks for submission and after orders are obtained thereon, drafts --- shall be submitted.

gde

52. Care will be taken to enter
at the foot of every draft.

- (1) the address, i.e., the designation of each officer ^{to whom the communication} is to be sent together with the enclosures to accompany it to each address,
- (2) the despatch ~~do~~ docket 1. e., the abstract of the -- paper to be written on the outside docket.

Modes of disposal.

53. Papers may be disposed of
in one of the following ways:-

- (1) Reference.
- (2) Lie over.
- (3) Final disposal.

Note.

Disposing clerks shall invariably indicate on every draft whether the communication will go out as a disposal or as a reference.

Reference.

54. Reference disposals are
temporary

temporary disposals which are issued - -
when further information is required
either from the officer from whom the
paper was received or from some other
officer.

Lie-over.

55. A lie-over order is issued when
action cannot be taken on a current, pend-
-ing disposal of another current or - -
receipt of a promised further communica-
tion. In such cases a remark to the
effect "to lie-over pending etc., " ~~xxxx~~
will be copied in pencil in the disposal
column of the current register and can-
celled as soon as it becomes possible to
dispose of the case.

Final disposal.

56. A final disposal is put on a
current when no further information is
required for its disposal or after such
further information has been received,
and the disposal is such a final order
as closes the file and renders it ready
to receive a disposal number and to be
indexed and put with the record.

Recorded and Lodged.

57. "Recorded" and "Lodged" are forms of disposal adopted when the paper has simply to be retained in the office and has not to be communicated to any other office. The term "lodged" is used only in connection with papers of no importance ~~and~~ which may be destroyed after a short time.

Communications not awaiting
reply &c., to be treated
as final disposals.

58. Communications addressed to - - subordinate officers which do not call for a report or a reply of some kind and those addressed to Government which do not ask for orders or instructions on any point, or to which no reply is awaited, will be treated as finally disposed of.

Papers transferred
in original.

59. When papers are transferred to other officers in original, it will be sufficient to write an endorsement to that effect on the current. No office copies need be kept of such papers nor need any disposal number be given to them; but a copy of the disposal must be entered in the last column of the current register.

Note.

Note.

- (1) In the case of reference endorsements sent in - - original, an exact copy of the reference shall be entered in ~~xxx~~ column 7(a) of the current register.
- (2) Final disposals shall in no case be despatched in original, except where a paper with which the despatching office has no concern is transferred to another office for disposal.

Filing of papers submitted
with drafts.

60. When a draft prepared by a - - clerk is sent up for approval, the draft with the current or currents on which it is prepared shall be placed at the top ~~xx~~ and the papers put up for reference ---- arranged below in chronological order. Previous papers put up will not be filed together nor placed either one inside the other or inside the current. They will be tied together by means of tape, the oldest paper being at the bottom. All drafts, Memos and Notes etc., will before submission to the Excise Commissioner for approval be passed by the Assistant to the Excise Commissioner in the first instance, having been submitted to him by the Head Accountant. Each such draft, Memo or Note shall bear the initials of

the latter also in token of his having gone through it and satisfied himself of the correctness of the contents thereof.

Procedure before drafts are given disposal numbers.

61. When drafts approved by the Excise Commissioner or the Assistant to the Excise Commissioner in his absence are returned to the office for issue the disposing clerks shall detach all enclosures which have to be sent in original, page the file in red ink and enclose it in despatch docket sheet with printed headings specifying the disposal number and date, the officer or officers to whom sent, the date of despatch, the abstract of the disposal, the back and forward numbers and number of pages in the file. The series (R)etain or (D)estroy and the year of destruction will be marked at the top of the docket by means of appropriate rubber stamps.

Disposal List.

62. The disposal list shall be written up concurrently with the fair-copying of drafts in two series (Retain and

(Retain and Destroy). Recorded papers shall bear ~~an~~ a disposal number like other papers and must, if necessary, be indexed. Reference disposals shall bear the number of the current thus:-

"Reference on current No. 180 of 1915-16, dated 15th December 1915, (the date being the date of the reference and not of the current)."

Lodged papers shall not be given a disposal number but against the entry in the current register the word "Lodged" with date shall be entered in the last column.

63. The several columns of the disposal lists in two series are given in appendix K.

copy applications and other

64. The following papers which are ^{un- and recurring} of important nature must not after disposal be brought on the disposal list but will be bundled up in chronological order in separate files and transferred periodically to the record-room under an office note.

Chaining.

65. The disposal list clerk shall
note

note on the docket sheet under the heading "back number" the date and number of the previous disposal numbers put up for the current or currents disposed of, where such papers are not mere precedents, but are absolutely necessary for a proper understanding of the previous history of the case dealt with in the current disposed of. Similarly he shall invariably enter under the heading 'forward number' on the docket sheets of the disposal numbers put up the date and number of the present -- disposal. For example, if a disposal No. 200, dated 1st March 1910 has a disposal No. 100, dated 15th November 1909 put up for it, the disposal list clerk shall when numbering the former paper, enter on the docket sheet.

Back number:-

No. 100, 15th November 1909 and on the docket sheet of disposal No. 100 dated 15th November 1909, he shall similarly enter -

Forward number :-

No. 200, 1st March 1910.

Return of reference
papers to record.

37.

66. When the disposal list clerk has numbered the disposals, he shall hand -- over the reference papers to the disposing clerks concerned who shall return them to the Record-keeper, inserting the date of return in column 7 and their -- signature in column 8 of the record issue register against the original entries in that register. The Record-keeper will then attest the fact of the return of -- papers by entering his dated initials in column 9 of the ~~same~~ ^{same} register, replace the papers in their respective bundles and remove the requisition slips put in and hand them over to the disposing -- clerks concerned.

Fair copying, comparing
and despatching.

67. All drafts shall be neatly fair-copied, which should, as far as possible be done ^{by} in typewriting. The copyist ~~at~~ shall not only copy the approved draft ~~at~~ but all the accompaniments which are to go with it if they are to be copies.

The

The name and official designation of the Head of office as well as of the addressee should invariably be set out at the head of every letter of docket issued from the office. The name of place from -- which the communication is written will be added to the date of the letter.

68. Urgent and important papers must be copied at once and the word --- "urgent" or 'immediate' written on the rough draft will also be copied on the fair copy.

69. All fair copies must be ready for signature of the Assistant to the Excise Commissioner by 4.30 P.M. But communications to Government will not be signed by him except in the absence of the Excise Commissioner, when the fact of such absence will be noted on the fair copies by the insertion of the words - - "absent from the station" after ' for Excise Commissioner '. Before being sent

sent up they must be carefully compared by the Head Clerk who will affix his -- initials in token thereof at the foot both of office draft and fair copy. He will take up urgent fair copies first and the others in order of receipt. Ordinarily he will make over the draft to the reader to read to him, holding the copy himself but when the draft is intricate or full of alterations, he will take it himself and ask the reader to read to him from the fair copy. In such cases he will look through the fair copy again by itself to examine the spelling, punctuation etc. He will pass no fair or other copy without careful scrutiny and will be held primarily responsible for ~~any~~ mistakes in fair copies. In the case of figured statements, compiled in the office, their fair copies will be -- compared within the discretion of the Head Clerk with the clerks who prepared the drafts.

70. After the fair copies have - -
been signed they will be made over to the
despatcher. He will then number every
letter in order of its despatch, address
and number the covers, enclose the docu-
-ments to be despatched, enter them in
the despatch book (Vide appendix L) and
despatch the covers after obtaining the
peon's signature in the book. The des-
-patcher will be careful to see that the
enclosure of each letter is correctly --
forwarded. Papers marked "immediate"
or "urgent" shall be despatched imme-
diately. The despatch register shall
be checked by the Head Accountant once in
a fortnight to see that there is no delay
in the issue of letters. When covers
are sent for delivery by a peon of the
office, they shall be entered in a - -
separate delivery book. The despatcher
will see that their delivery is acknow-
ledged in delivery book. When covers
are sent by post, care shall be taken to
register

register them if they contain valuable documents etc., and also if a direction to that effect has been given in the --- draft. Postal receipts shall be pasted into the tappal books. Papers shall be folded and creased as little as possible. Plans, maps etc., which may be damaged by folding will be despatched in tin - - tubes or cases.

71. When enclosures cannot be --- attached to the communication to which they are enclosures and are sent separately, a slip will be attached to them indicating the number and date of the --- communication to which they refer and the office from which it issued. If this cannot be done, the number, date and office will be entered on an inner - - wrapper round the enclosure or file of enclosures.

72. Enclosures shall be clearly numbered at the head of the first page "enclosure Nos. 1 and 2, etc., to letter

No. dated ". Statements appended
-ed shall be similarly treated.

Service Stamps.

73. In the case of all official registered parcels on which the postage must be prepaid, service postage stamps will be affixed to the covers of the parcels. Similarly on all covers required to go beyond the limit of the State, -- service labels shall be affixed. .

An account shall be maintained by the despatcher of all service labels obtained from time to time and their consumption.

Telegrams.

74. Telegraphic messages on the -- public service will be confined to occasions of real emergency. Covers containing official correspondence which is not of a confidential nature shall be addressed to the officer for whom they are intended by his official designation only and without the addition of his -- name.

Confidential papers.

75. Confidential papers shall not pass through the office in the usual - - course. A few selected clerks (whose names must be noted) shall deal with such papers and they shall be held responsible for the maintenance of secrecy. The entries of confidential papers in the - - office registers shall be made from slips furnished by the Head Accountant or the confidential clerk who deals with the - - paper and will be very general, being - - sufficient merely to render it possible for the papers to be traced out referring to a separate register. This separate register shall be kept by the confidential clerk ~~who deals with the papers~~ and should be in the same form and contain the same particulars as the general registers kept for ordinary correspondence.

76. Confidential papers shall not be mixed up with ordinary papers but shall be separately recorded and kept under the personal custody of the Head Accountant

or the confidential clerk until orders are obtained for their transfer to the record room.

77. When confidential papers are sent to other offices by post or otherwise they shall be placed in double envelopes, the inner envelope being sealed marked 'confidential' and superscribed with the addressee's name alone and the outer envelope with his official designation without his name. Both envelopes shall be of strong material, the inner one being as nearly as possible of the same size as the outer one.

78. When the fair copies of disposals have been signed and despatched, the despatcher shall arrange the originals, keeping the references and the numbered disposals in each case of the series (Retain and Destroy) separate. These will then be circulated to the clerks concerned for completing the entries in the Current, Periodical and Personal

Personal Registers. The disposal list clerk shall also file in column 8 of the disposal list and hand over the papers to the despatcher who will distribute the references to the disposing clerks and the disposals to the Record-keeper, - - taking his initials under column 9 of the disposal list against each entry. After seeing that the disposal files are in order and properly paged and stitched, the Record-keeper will put them away in their appropriate places in the Record-room.

Note.

Incomplete and undisposed of files shall under no circumstances be sent to or received in the record. Similarly disposed of files must never be unnecessarily detained by disposing clerks.

Pending papers with clerks.

79. Every clerk shall prepare once a month a list of references pending with him classified under the following heads:

- (1) Pending for less than a week.
- (2) Pending for more than a week but less than a - - month.
- (3) Pending for more than a month but less than two months.
- (4) Pending for more than two months.

He shall give reasons for delay and note whether extension of time has been obtained in cases where papers could not be disposed of within the prescribed time - - limit.

80. These lists shall be scrutinised by the Head Accountant and a consolidated list for the whole office prepared and submitted to the Excise Commissioner with the Assistant to the Excise Commissioner's remarks thereon, not later than the 5th of the month succeeding the one to which it relates.

81. Similar lists shall be called for from Deputy Commissioners and scrutinised before the 15th of the succeeding month and all cases of unusual or unnecessary delay shall be promptly and suitably noticed.

82. The Head Accountant shall - - examine the current and personal register once a week at least to see that reminders

are being promptly issued and that there is no undue delay in disposal and he - - shall for the same purpose examine the bundle of papers pending with each clerk, at frequent intervals. He shall also examine the disposal list to see if the disposals have been sent to the Record room and the Record-keeper's initials obtained and that there is no undue delay in indexing disposed of files.

Standing orders.

83. A list of the standing orders of Government relating to the work of the office shall be maintained in the office and kept up to date with a table of - - contents and index for facility of reference. A few of them are noted, however in appendices for ready reference. Copies of all the circulars - - issued from the office shall be sent to Government, a complete file of which will be maintained in the Records and bound in annual series.

Indexing.

84. The maintenance of an index is an

an essential part of the disposal number system and no effort must be spared to ensure the due performance of this important duty. In the absence of an index the laborious process of searching the disposal Registers will have to be gone through, if a person who remembers a particular correspondence on a subject cannot quote the number and date of such correspondence.

85. Papers on the "R" list will, as a rule, be indexed while those on the "D" list will be indexed or not according to their importance. But in all cases, it is advisable that some simple convention is employed by drafting clerks in order to indicate thus - (D) may be made to indicate that the paper will be indexed whereas a plain D will mean that it will not be indexed.

86. Indexing shall be done on loose forms which will be bound up at the end of the year. The system of index to be followed

followed is the alphabetical. The abstract or the purport in the index, the docket on the despatch sheet, and the abstract in the disposal list, shall be identical. The catchword in the docket shall be the index word or one of such words. The index words shall be such as to facilitate the tracing of precedents and for this purpose the words selected must be of a general nature but not too general. Special attention shall be paid to cross referencing and care will be taken to index a file under all the words under which it may possibly be looked up -

Chapter III.Preservation and destruction of RecordsArrangement of records.

87. The following rules shall be observed in arranging papers in the Record

room:-

- (1) A separate shelf or space must be set apart for each of the classes of records, viz, (a) permanent and (b) those liable to destruction.
- (2) On the front of the shelf the class to which the papers therein lodged appertain must be legibly and durably written. A printed label in bold characters will answer well.
- (3) The front and sides of the shelf in which papers of permanent value are lodged will be fitted with wire work so as to admit of the free circulation of air.
- (4) Great care must be taken to tie the papers securely so that they cannot slip out of the bundles.

Note.

- (1) Correspondence previous to the introduction of the disposal number system, pertaining to D series will be merely sorted by its date according to years, and need not be re-arranged by subjects nor indexed. Dusters once sorted in this manner can easily be sorted again for destruction when they become old enough for that purpose.

Old records shall be arranged as follows:-

- (a) Dusters shall be placed chronologically on record shelves or stands and neatly arranged.
- (b) All the records on shelves or stands shall be numbered and divided into compartments. The number of the shelf or stand and the number of the compartment will be legibly

legibly painted thereon.

- (c) A list in book form shall be kept to show the contents of the drawers in each stand or compartment thus -
Shelf No. 2, Compartment No. 4; stand No. 4 Compartment No. 4; Drawer No. 1, Consumption statement ~~Compartment No. 2~~ .?/?
1901-1902.

Docket No. 1 Fort St. George Gazette 1901
do 2 — do — 1902

Docket No. 2 Consumption Statement 1901-02

- (2) The papers which are - - excluded from the operations of the disposal number system, shall be either filed or tied up in bundles, each bundle having its own wrapper with a docket in a tabular form showing the number of the record, the title, subject with number, if any, the period to which it - - relates and the year in which its destruction falls due.

Arrangement of papers dealt with under the disposal number system.

88. All numbered disposals, whether indexed or not, shall be arranged in - - chronological order and put into record racks or shelves. They shall be tied up in bundles, not inconveniently bulky, between dealwood boards, on the upper one of which will be pasted a printed slip showing the year, series and the first and last number in the bundle. "Lie-overs" and "Lodged" papers shall be arranged separately according to the current numbers.

Note.

- (1) It is essential that the

the records should be methodically arranged as papers are received, and that they should not be allowed to get into such disorder that it is necessary to apply for a special establishment to put things straight.

(2) The Record-keeper will be responsible for every disposal as soon as he has initialled the corresponding item in the disposal list and for every other record entrusted to his care.

(3) Similarly the disposing clerks are responsible for the records in their charge and they shall see that they are not retained with them longer than necessary.

Removal of papers from record.

89. When papers are taken out of the

record room for reference, an entry to

that effect shall be made in the record

issue register and a slip containing the

marginally noted particulars of the

record substituted for every paper so

removed. The person taking papers out

of the record room will be held respon-

sible for their being returned as soon

as possible. On the return of the

papers, the slip will be returned and can-

celled.

90. The issue register shall be in

the form given below.-

Serial

Record requisition slip.

1. Serial number of the record issue register.
2. The date and number of the paper put up.
3. For what current put up.
4. The date on which it is given.
5. Signature of clerk taking it.
6. Initials of the Record-keeper.

below:-

Serial No. of requisition & date of receipt.	Number & date of the disposal or other description of the document required	Date of issue from the records.	Current number, if any, for which taken, otherwise purpose for which taken.	Signature and designation of the clerk taking.
(1)	(2)	(3)	(4)	(5)

Initials of the Record-keeper or Assistant delivering.	date of return.	Signature and designation of the clerk returning.	Initials of Record-keeper or Assistant receiving.	Remarks.
(6)	(7)	(8)	(9)	(10)

Catalogue of Books.

91. The Record-keeper will maintain up to date catalogue of all books of reference belonging to office library. He shall also maintain a register of books and publications received in office. No book shall be lent to strangers without the permission of the Assistant to the Excise Commissioner. As each issue of the Gazette is received, portions of special interest to the office shall be detached and eventually bound for ~~permanence~~ preservation. The rest of the Gazette will be put in an annual bundle and destroyed at the end of two years.

Gazettes.

Administration Reports.

92. Administration Reports of the departments

54.

departments with which the office has any degree of concern shall be periodically bound up, the volumes being numbered. The annual reports of all other departments will after perusal be filed and sold as waste paper at the end of two years. - - Volumes of the monthly proceedings of -- Government shall be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions will be got bound and the rest destroyed.

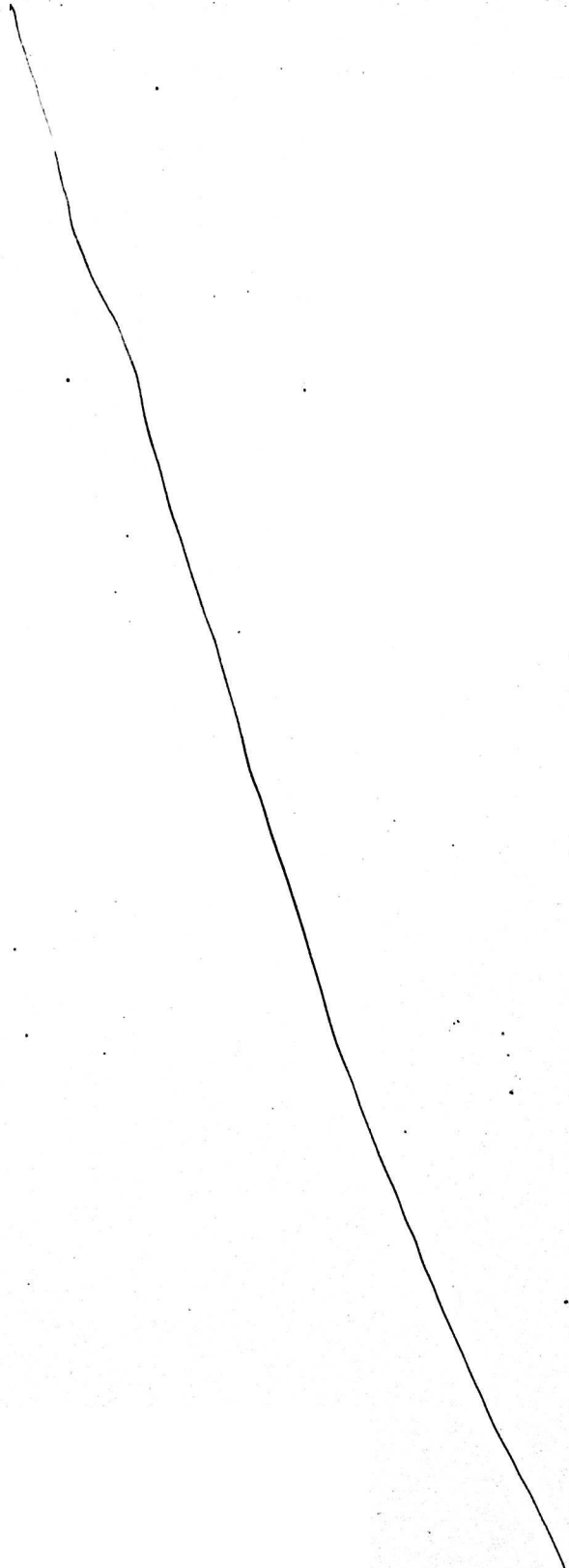
Selection of papers
to be destroyed.

93. A list of records to be retained as well as of those to be destroyed is given in appendix T. Papers for destruction shall be selected from the 'D' disposal list. The list so prepared will be submitted to Assistant to the Excise Commissioner for sanction after scrutiny by the Head Accountant who will satisfy himself that the records are not kept longer than the prescribed periods or that they are not marked too early

for

55.

for destruction. A stamp "destroyed" will be impressed on each entry in the disposal list after destruction.



Chapter IV.Cash, pay bill &c..Cash transactions..

94. An official of sufficient - - status who will generally be an Accountant drawing not less than a salary of Rs 50/- per month shall look after all the cash transactions in the office and ~~the~~ maintain the following registers:-

- (1) Cash Book for entering daily receipts and expenditure of all kinds.
- (2) General Ledger or classified abstract of the monthly totals of the Cash Book.
- (3) Contingent Register.
- (4) Order Book for contingent charges.
- (5) Acquittance Roll.

The Accountant shall enter in the cash book all money transactions as they occur noting the particulars thereof. All receipts, disbursements and charges of whatever sort connected with the public service must be promptly and clearly - - shown in the cash book.

Contingent Register.

95. The contingent register is a ledger under prescribed heads of the - - total daily expenditure against advances drawn from the treasury for contingencies.

Disbursements.

96. All disbursements require the previous ^{Sanction} authority of the Excise Commissioner or the Assistant to the Excise Commissioner which shall be ^{obtained} maintained in the contingent order book or on ^{in both books} the voucher form.

Verification of cash balance.

97. The Assistant to the Excise Commissioner in Mysore shall once a month verify the actual cash balance with the cash book and attach a certificate to the effect in the cash book itself.

Acquittance Roll.

98. The acquittance roll is a record of salaries and allowances disbursed to the establishment and of the receipts - - taken from the payees in acknowledgment. It shall be drawn after approval of the pay bills.

Scrutiny of acquittance roll.

99. The acquittance roll will be examined each month by the Assistant to the Excise Commissioner who shall satisfy himself that proper receipts have been taken for all sums disbursed and -- that the bills and payments have been duly posted

posted in the cash book.

Custody of cash.

100. Office funds must be deposited at the close of each day in the cash chest the key of which shall be kept by the -- Accountant entrusted with and held responsible for each transaction. He shall be forbidden to keep office funds in his personal possession or from mixing it up with private money. The office watchman must sleep at night in or near the -- room where the cash is kept.

Furniture list.

101. A register shall be maintained in the office showing the articles of -- furniture with details as to the cost and date of purchase of each. When any article is lost or becomes unserviceable, the fact shall be noted in the register. Once a quarter the furniture register -- shall be verified by the Head Accountant and the result reported to the Assistant to the Excise Commissioner.

Stationery.

102. The stock of stationery shall

be in the charge of the accountant who maintains cash and contingent registers. The receipt and issue of articles of - - stationery shall be noted in a register kept therefor. This Register shall be submitted monthly for the inspection of the Assistant to the Excise Commissioner and verified by stock taking once a year.

103. Supplies shall issue to the various members of the establishment on monthly indents made by them in a general indent book according to the prescribed scale, in which their acknowledgments will be obtained.



PART II.

Chapter I.

Departmental Procedure.

104. The strength of the office establishment and the branches and the sections into which the office is divided for the despatch of work are detailed below :- (vide next page)

(a)

(a) Establishment.

Ministerial

1. Head Accountant	on R	100/-	
2. Accountants	on R	50/-	each.
1 -do-	on R	40/-	
2 -do-	on R	35/-	each.
2 -do-	on R	30/-	each.
3 -do-	on R	25/-	each.
1 Store Keeper and Translator	on R	60/-	
1 Head clerk	on R	80/-	
1 Clerk	on R	50/-	
1 -do-	on R	30/-	
1 -do-	on R	15/-	
1 Head Record Keeper	on R	35/-	
1 Assistant Record Keeper	on R	20/-	
1 Kanarese Munshi	on R	20/-	
1 Mutchi and Book binder	on R	12/-	

• Menials.

1 Jemadar	on R	12/-
1 Duffedar	on R	10/-
3 peons	on R	8/-
5 -do-	on R	7/-
3 -do-	on R	6/-
2 Lascars	on R	7/-

(b) Sections.

forwards

Sub-Sections.

(1) Account Branch.

- A. Financial
- B. Revenue.

- (a) Establishment
- (b) Travelling Allowance and contingent bills.
- (a) D.C.D. and Consumption
- (b) Remission and Refund including Inam cases and bills.

(2) General.

Correspondence.

- (a) Distillery.
- (b) Crime.
- (c) Stores.

(3) Record Branch.

Consolidated

2.

105. The ^{Head Accountant} ~~Manager~~ who is the

chief ministerial head of the office will be responsible for the general supervision and management of the office -- under the control of the Assistant to the Excise Commissioner. He must -- among other matters see that the clerks under him are fully employed, that cases are punctually and properly submitted, that the routine duties are carried out thoroughly and regularly, that the office is kept neat and tidy and that the files and papers are preserved in proper order.

Distribution of work.

106. A record of the distribution of work among the clerical staff of the office will be maintained in the -- office which may be revised from time to time as may be necessary. Ordinarily the work of every clerk will be that -- allotted to him but he will be bound to under-take by working over-time, if --

necessary

3.

necessary, in time of stress, any other work that may be given to him by the --- manager under instructions from ~~offices~~ the Assistant to the Excise Commissioner,

Account Branch.

106 A. The Head Accountant will be in charge of this branch.

Establishment.

The Supp. of the Estt Section are the fol
107. Preparation of pay bills of the office Establishment and of the -- Excise Commissioner and the Assistant to the Excise Commissioner.

(2) Preparation of a consolidated gradation list of Executive and ministerial officers of the Department every year.

(3) Maintenance of service Registers of the clerical and menial staff of the -- office and of the Senior and Resident Inspectors of the Distillery.

(4) Preparation and transmission to Comptroller, ^{by} within the due date, of annual schedule of Establishment of the office as ~~it stands~~ on 1st July each year and its accompaniments and also checking

and

4.

and transmission of those pertaining to ministerial and Executive staffs of Districts and the Central Distillery.

(5) Preparation and checking of Pension rolls of officials retired and their -- transmission to Comptroller.

(6) Checking and transmitting to Comptroller for audit or submitting to --- Government for sanction as the case may be, bills pertaining to claim for arrears of pay, leave and charge allowances etc, due to offices and officials, which are more than six months and one year old, respectively.

(7) Checking and compiling, severally monthly, quarterly, half-yearly and ~~ann~~ annual returns.

(8) Attending to correspondence connected with all the above seven items and also that pertaining to the grant of leave to, transfer, promotion and appointment of Inspectors and of leave to ---

District

5.

District Excise Officers etc.

(9) Maintenance of leave Registers for office staff and Range Inspectors. A similar Register will also be maintained for noting the casual leave granted to District Excise Officers and the ~~Deas~~ Assistant to the Excise Commissioner, each year.

(10) Communicating to the Comptroller the ~~have~~ (other than casual leave) sanctioned to Range Inspectors from time to time after reports of their return to duty are received in this office as also changes in the personal^{al} of the Inspector^{ate} such as their transfers and promotion in financial form No. 101 c.

(11) Attending to correspondence re grant of advances for purchase of motor cars and cycles, for housebuilding and purchase of sites.

(12) Attending to correspondence relating to all requisitions from courts for service

6.

service of summons etc.

(13) Maintenance of the Personal files of the Gazetted officers and Range Inspector/

(14) FINANCIAL (B)
Travelling Allowance bills.

108. These relate to the several District Excise Officers, their establishments, District Executive staff, Government Central Distillery, and the Central office. They are checked in this branch with reference to the road map and the Mysore Service Regulations and the circulars issued thereunder.

After careful scrutiny, they will be got countersigned and the particulars thereof will be entered in a register maintained therefor and then transmitted to the Comptroller for audit, accompanied with a list of such bills. The audit amount ^{revised by the Audit Office} of the bill will again be noted in ~~the~~ the said book before the audit-

ed bills are sent to the respective ---

offices with covering dockets for encashment ~~ment~~

-ment.

(15) Checking and drawing contingent bills.

(I) The allotment under contingencies

is distributed under different items of "contingencies and supplies and services."

- i. Superintendence.
- ii. District Executive Establishment
- and iii. Government Central Distillery.

A portion of contingencies under 'District Executive Establishment' will be allotted year after year for the use of District Excise Officers, authorising them to draw on abstract contingent bills as occasion arises, reserving -- certain amounts at the disposal of the Excise Commissioner. Such expenditure will be accounted for, at the close of each month by the District Excise --- Officers on Detailed Contingent bills which will be checked and countersigned by the Excise Commissioner and transmitted to the Comptroller after making -- necessary entries in the book maintained therefor and after taking care that the disbursing

8.

disbursing officers do restrict their expenditure to the allotments placed at their disposal.

Three registers are maintained in this branch showing the amount of expenditure incurred under the above heads.

These sums are drawn on abstract contingent bills when necessary and -- accounted for to the Comptroller at the end of each month on Detailed Contingent bills with required vouchers.

Checking and preparing reappropriation statements.

(2) These are received from Deputy Commissioners whenever necessary and the same checked with the registers maintained in this office. If found correct, necessary intimation will be given to the Deputy Commissioners concerned and also to the Comptroller for making -- necessary entries in the book. In all cases of reappropriation of funds, the Excise Commissioner is authorised to -- sanction transfers of contingent grants within

9.

within the same major head under the --
standing orders and in other cases, the
sanction of Government will be obtained.

Checking bills for Water consumed
in the Government Central
Distillery.

(3) The bills are received in tri-
plicate from the Superintendent, Water
Distribution, Bangalore, through the -
Distillery Officer. They are then ---
countersigned by the Excise Commissioner
after scrutiny, necessary entries being
made in the book. One copy will be --
returned to the Superintendent, the ---
other will be retained in the office and
the third will be sent with the Detail-
ed Contingent bill to the Comptroller @
for necessary book adjustment.

Checking and transmission
of Stationery indents.

(4) Annual indents are received
from the Districts. These are checked
in this office and transmitted to the
Superintendent, with the countersigna-
ture of the Excise Commissioner.

As regards the office, a consoli-
dated annual indent is prepared, embody-
ing

ing therein the articles required for the use of Government Central Distillery also. Two registers are maintained in this office, one showing the issues and the other showing the receipt. These registers shall be submitted to the Assistant to the Excise Commissioner at the close of each month and also for verification ~~once~~ once a year.

Cash Book .

(5) All amounts received and spent on each occasion every day will be entered in this. The balance on hand will be struck at the close of each day and the initial of the Assistant to the Excise Commissioner taken therefor.

Demand Collection and Balance Branch.

The Duke of the Rev Section of the
109. (4) Scrutinizing the monthly
statements of Demand and Balance received from the Districts and reviewing --
them.
(5) Compiling the provincial statement to be submitted to Government.
(6) Furnishing half-yearly collection
tion

Not for arch. till 60
The following
A. D.C.B. of Excise Revenue

(4) Scrutinizing the monthly statements of Demand and Balance received from the Districts and reviewing -- them.

(5) Compiling the provincial statement to be submitted to Government.

(6) Furnishing half-yearly collection
tion

10/2
II.

-tion statement for Budget.

- (a) Verifying the Comptroller's
(d) Forwarding quarterly statement

of Registration and Surcharge fees to
the Comptroller.

(e) Verifying the Comptroller's
figures with the collection figures of
the Demand, Collection and balance.

(f) Furnishing financial figures
for the Dasara report.

(g) and furnishing necessary --
statistical statements for the prepara-
tion of the Administration Report.

Note:- All correspondence relating to
this sub section will be attended to by
the accountant of this sub section con-
cerned.

*to the subject
mentioned above*
Consumption Branch,

110- The Demand, Collection and
Balance clerk will look after the work
in this sub section also.
The work in this sub section will con-
sist of:-

(a)

B. Stock & Consumption of Excise Articles
(d) Verifying the stock and wastage

accounts with inspection reports and Distillery accounts.

(d) Booking the figures Depotwar.

(e) Checking the statement of consumption with Demand Collection and -- Balance.

(d) Booking the consumption figures Talukwar.

(e) Preparing the quarterly review of consumption to submit to Government.

(f) and furnishing figures thereof for the preparation of the Administration Report.

Note:-

7 All correspondence relating to *Consumption & Stock of*
~~this branch will be attended to by the~~
Excise Article.
~~concerned clerk of the sub-section.~~

Inamdar's claims to toddy
revenue including refunds
and remissions of Excise
Revenue.

C. Refunds & Remissions
III. (I) To submit for final --
orders of Government, after scrutiny of
the records of investigation received
from the Deputy Commissioners of Dis-
tricts, cases of Inamdar's claims to the
Excise

13.

Excise Revenue from toddy and arrack.

(2) To submit for sanction of Govern-
-ment, after check and countersignature
refund bills on account of toddy and -
arrack revenue payable to Inamdars.

(3) To attend to petitions and --
correspondence incidental to Nos. 1 and
2 supra.

(4) To submit for sanction of Govern-
-ment after check of the remission state-
-ments concerned, cases for remission of
irrecoverable arrears of sums exceeding
Rs. 50/-

(5) To submit for orders of the
Excise Commissioner, after study of the
connected records and check of the re-
mission statements, cases of remissions
of irrecoverable arrears of Excise - -
Revenue of and below Rs. 50/-

(6) To submit for sanction of ---
Government other refund bills for sums
above Rs. 200/-.

(7) To submit for orders of the Excise Commissioner refund bills of the above class where the amounts involved are Rs. 200/- and below.

(8) To maintain the following ---

Registers:-

- (i) Register of remissions sanctioned by the Excise Commissioner.
- (ii) Register of Refunds sanctioned by the Excise Commissioner.

(9) To submit the following state-

ments:-

- (i) Quarterly statement to Government of remissions sanctioned by the Excise Commissioner.
- (ii) -do- to -do- of refunds sanctioned by the Excise Commissioner.
- (iii) Annual statement to the Comptroller of remission sanctioned by Government and the Excise Commissioner.

General Branch.

112. (I) The Head Clerk will be

in charge of this branch. His duties are:-

(a) Scrutinising the annual schedules of Excise shops and grove assignment -- lists received from the Districts and getting them printed ^{at} the Government ~~Press~~ Press for distribution among Deputy Commissioners and contractors,

(b) Attending to the preparation and to-
issue

issue of the annual ~~and~~ notifications for the sale of Excise privileges and calling for an expression of opinion from the Deputy Commissioners of Districts regarding additions and alterations to be made thereon before submitting the draft to Government for approval and to forward the same to Government press for publication afterwards.

(2) *Compiling* The results of the annual sales and submitting them to Government in consolidated ^{or} form with a brief report explaining the reasons for fluctuations if any.

(3) Comparing fair copies.

(4) Working of cases specially referred to him and seeing to their disposal.

(5) Supervising the work of the Distillery, Crime, Current and Record branches with strict regard to office discipline and procedure.

Distillery Branch.

113. (1) The work of this section mainly consists of the maintenance of accounts

16.

accounts and correspondence connected with (a) the manufacture of arrack and other country spirits, (b) their transport to the depots, (c) payment of price to the manufacturers for quantity supplied and of remuneration to the carrying contractors for quantity transported. (d) the management and supervision over the Distillery and Bonded Depots, (e) the cultivation, purchase and issue of ~~Opium~~ Ganja and (f) miscellaneous subjects bearing technical matters, revising tables of duty, etc, (g) the Mysore -- Pharmaceuticals Co., Ltd.,

(2) The correspondence ordinarily dealt

with will be on the following subjects:-

With the Government.

(a) Submitting draft Notifications -- calling for tenders for Manufacturing and Carrying Contract. Applying for permits to import from outside the State certain medicinal preparations for local ⁱⁿ firms.

With the Carrying Contractors to Government.

(b)

17.

(b) Enforcement of the conditions of the agreement, delay in the submission of indents by Depot Mutsaddies, delay in the transport of casks from the Distillery, leakage and damage of consignments en route, abnormal wastage (bung and stam), breakage of bottled spirits, recovery of value over the marginal ~~allow~~ allowance, appointment and change of Depot Mutsaddies, remuneration bills, shifting of Depots, recovery of rent, supply of gallon measures and accessories to Depots etc.

With the Manufacturing Contractors.

(c) Observance of the terms of the --- agreement, holidays to be observed, rent of the buildings, stock and block, ~~water~~ alterations in the process of manufacture etc.

With the Distillery Officer.

(d) Working of the Distillery, and Ganja ~~store~~ store house, materials to be used attenuation statistics, samples of -- essence etc., short-stock, visitors to the

18.

the Distillery, inspections, improvements and alterations to the Distillery buildings, weighment of casks, issue of weak liquor, diaries of officers etc, complaints re bad quality of Ganja issued.

With the Chemical Examiner.

(e) Analysis of samples.

With the Chief Engineer
and Executive Engineer
Bangalore Division.

(f) Improvements and alterations to the Distillery buildings, annual repairs, Distillery tank, pipe-line arrangement.

With the Comptroller.

(g) Adjustment of advances on account of arrack and Ganja, security deposits and realization of interests thereon, Ganja and Majum accounts, charges incurred in packing Ganja etc.

Remuneration bills of certain ---

Patels for recovering duty on arrack.

With Deputy Commissioners
of Districts.

(h) No stock or short stock in Depots, consumption of proof spirit, heavy -- wastages, report against Mutsaddies, quantity and quality of liquor and Ganja

supplied

19.

supplied and other allied subjects.

With the Collector,
C. & M. Station.

(i) Issues made to Civil and Military Station, granting of general permits for consignments that pass through Civil and Military Station to Mofussil places.

Chief Electrical
Engineer.

(j) Installation and up - keeping of electric lights in the Distillery.

CRIME section.

II4. (I) Watching the progress on the receipt of first information reports in cases falling under sections 55, 57 and 58 of the Excise Regulation from Range Inspectors and booking them in a crime register maintained therefor.

(2) Noting the nature of disposal against the above cases as calendars are received from the Deputy Commissioners.

(3) Calling for records in cases in which the accused persons have been --- acquitted by Magistrates and also in --- important and doubtful cases. Putting up notes upon the records for the orders of the Excise Commissioner. Referring them ^{where} ~~records~~ with necessary to the Government Advocate

Advocate for expert opinion and taking necessary action thereon.

(4) Checking and reviewing the -- monthly crime statements received from the Districts.

(5) Checking the monthly Departmental fine statements received from the Districts and bringing to the notice of Deputy Commissioners irregularities, if any, therein noticed.

(6) Checking and scrutinising the quarterly list of rewards sanctioned by the Deputy Commissioners.

(7) Bringing to the notice of Deputy Commissioners unusual fluctuations in consumption.

(8) Furnishing statistics required for the Dasara and annual Administration reports.

(9) checking the monthly statements showing the disposal of confiscated -- articles received from Districts and bringing

bringing to the notice of Deputy Commissioners irregularities, if any, therein noticed.

~~(10)~~ *Itineration*

Itineration.

(10) Checking and reviewing the monthly itineration statements received from the Districts.

(11) Scrutinizing the diaries of the Range Inspectors received with the above statements.

(12) Inspection.

(a) Watching the regular inspection of offices by the District Excise Officers as enjoined in this office circular --- orders Nos. 6717-24 and 396-403, dated 11-2-1910 and 8-7-1914 respectively.

(b) Checking and reviewing the notes of inspection submitted by the District Excise Officers.

(c) Furnishing particulars of inspection done by the District Excise Officers for incorporation in the annual Administration Report.

Stores.

STORES.

115. Keeping accounts of receipts and issue of departmental forms and registers and attending to correspondence relating thereto.

(2) Supplying departmental forms and registers to the Districts upon indents received therefor.

(3) Keeping accounts of priced books and forms received quarterly from the Districts and checking them.

(4) Keeping accounts of receipts and issues of testing instruments and also of the toddy and arrack measures, stencil plates, gallon pots, bung rods etc.

(5) Attending to correspondence relating to the receipt and supply of survey maps of villages and toposheets.

(6) Correspondence with the Government press in regard to the supply of Departmental forms and registers.

(7) Preparing and forwarding annual

indents

indents for departmental forms and registers to the press and stationery depot and complying with annual indents received therefor from the Districts.

(8) Dealing with correspondence pertaining to the purchase of instruments, supply of paint for marking trees, of uniform clothing to Sub-Inspectors and markers and liveries to office menials and their distribution.

(9) Maintaining a list of office furniture and tents.

Record Branch.

116. A senior clerk will be in charge of this branch and attend to the following work among others detailed in the body of the office manual.

(1) Taking proper precautions against the records being damaged any way and seeing that no records are lying out on the floor and to be responsible for the custody, proper arrangement and preservation of the records under his charge,

(2) Maintaining an index Register

to

24.

to register all files received and to deal with it as detailed in the body of the manual,

(3) Maintaining a Record issue register and to deal with it according to the instructions detailed in the body of the manual.

(4) Taking precaution that no match or artificial light of any sort is ever allowed in the record room ~~of~~ that no smoking is allowed in it.

(5) Being in charge of the library and maintaining a revised catalogue of all books from time to time, missing books being accounted for then and there.

(6) Preparing a list in April of each year, of Registers, files, documents etc, the prescribed period for keeping which will expire by the close of the official year and which may be destroyed from the commencement of the next official year.

(Duplicate)

DS
8.3.15

Part III.

APPENDICES.

MYSORE EXCISE DEPARTMENT.

(Office of the Excise Commissioner in Mysore)

Appendix	A.-	Attendance Roll.
"	B.-	Draft rules for regulating the appointments and promotions in the Excise Department of the Mysore State, approved by Government in para 10 of their order No. 1437-8/Ex.F. I of 1897-98.
"	C.-	Issues a set of rules re the conduct of Public servants.
"	D.-	List of returns to be received and submitted.
"	E.-	Current Register of papers received into or arising in the office of the Excise Commissioner in Mysore.
"	F.-	Periodical Register for displaying and registering papers due at fixed intervals for the calendar year.
"	G.-	Government Register.
"	H.-	Petition Register.
"	I.-	Tour Register.
"	J.-	Personal Register of the disposing clerk.
"	K.-	Disposal list of papers issued with numbers or recorded.
"	L.-	Peon Book.
"	M.-	Register of cases sent to or received from other Departments un-officially.
"	N.-	~~Un-official Memorandum~~
"	O.-	Service Post card.
"	O/I.-	Reminder.
"	P.-	Daily despatch sheet.
"	Q.-	Excise Commissioner's office Postage account
"	R.-	Cash Book.
"	S.-	Ledger.
"	T.-	List of records to be retained or destroyed.
"	U.-	The Furniture Register.
"	Z/I to Z/I6.	A few of the standing orders of Government.

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Appendix A

MYSORE EXCISE DEPARTMENT.

(Office of the Excise Commissioner in Mysore)

Attendance Roll for the Month of 191 .

No.	Names.	Designations.	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.	30.	31.	Rema.
-----	--------	---------------	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-------

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Appendix B

Draft Rules for regulating the appointments and promotions in the Excise Department of the Mysore State - approved by Government in para 10 of their Order No. 1437-8/Ex.F.1, of 1897-98.

Draft Notification.

The following rules are prescribed by the Government of His Highness the Maharaja of Mysore, for regulating the appointments and promotions in the Excise Department:-

(1) No person shall be appointed an Excise Inspector, who has not passed the Excise Test and Criminal (Lower Grade) Test of the Local Service Examinations.

(2) Claims of candidates for appointment or promotion to the post of Excise Inspector, shall be accorded preference in the following order:-

- (a) Graduates in law who have passed the Excise Test.
- (b) Other Graduates who have passed the Excise Test and Criminal (Lower Grade) Test.
- (c) Under-Graduates who have passed the Excise Test and Criminal (Lower Grade) Test.
- (d) Non-Graduates who have passed the Excise Test and Criminal (Lower Grade) Test.

(3) Every person before being sent out as Excise Inspector shall undergo training for a period of not less than three months in the Government Central Distillery and Excise Laboratory and in the Riding School.

(4) No person shall be appointed as Excise Assistant Inspector, who has not passed the Excise Test of the Local Service Examination.

(5) Claims of candidates for appointment or promotion to the post of Excise Assistant Inspector, shall be accorded preference in the following order:-

- (a) Graduates who have passed the Excise Test.
- (b) Under graduates who have passed the Excise Test.
- (c) Non-Graduates who have passed the Excise Test.

(6) No person shall be eligible to a post in the Excise Department, carrying a pay of Rs 15/- and upwards, unless he has passed at least the Matriculation examination with Kan^uada as - - optional language.

(7) No person shall be eligible for appointment to a post carrying a pay of less than Rs 15/- per mensem, unless he has passed the Mysore Lower^w Secondary Examination in English or - - Kan^uada.

(8) Any officer who, on the ground of qualified men not being available, deems it necessary to appoint unpassed men, shall obtain the sanction of the Excise Commissioner; and such ~~sanction~~ sanction shall not be given unless the vacancies are advertised in three successive issues of the Mysore Gazette, and unless in response to such notification, no application from qualified - - candidates are forthcoming within a month of the last issue of such notification. In the interim, it shall be competent to the Officer to fill up the vacancies temporarily with such men ~~as~~ as he may select.

(9) A pass in the Excise Test, Criminal Test (Lower Grade) and Account Test shall be an essential qualification for all clerks and accountants drawing more than Rs 50/- in the Excise Commissioner's Office.

(10) The above rules shall in no wise affect the promotion of old officials of approved service in the Department.

LIST OF RETURNS ETC., DUE TO GOVERNMENT.

D.C.B. statement with enclosures:-

- (a) Statement showing D.C.B. ✓
 (b) -do- on tree rent. *not necessary?*

Statement of pension applications pending. Quarterly.

Excise Commissioner.

G.P. No. 1054-63/R. 353 dated 24-7-1897.

On or before 20th of the following month.

Refund bill on account of toddy Revenue (shop rent) due to the Jahagirdar of Yelandur. -do-

G.P.No. 14633-5/R.1784, dated 4-3-1893.

-do- -do-

Statement of promotions; new appointments etc., -do-

Government.

-do- -do-

-do- showing dismissals ordered. -do-

-do-

-do- -do-

Statement of remissions and refunds sanctioned by the Excise Commissioner. -do-

G.P.No. F1.3109-18/S.R. 227-09-6, dated 4-1-'10.

-do- -do-

Memorandum showing the state of the Excise Revenue for the preparation of the Dasara speech. Yearly.

-do-

Government.

10th April-7.
 On or before each year.

Budget estimates of Receipts and Expenditure with enclosures. -do-

-do-

-do-

-do- the 10th February each year.

Statement showing the names of officials drawing a pay of Rs 70/- and above. -do-

-do-

G.P.No. 3137-76/G.M. 212-15-1, dated 6-9-1915.

At the beginning of each official year.

Gradation list of Ministerial and Executive officers. -do-

-do-

Government.

At the end of August each year.

Administration Report of the Excise Department. -do-

-do-

-do-

on 15th October 7
 On or before each year.

Appendix XXI to the final state Admin. Report

do.
 C. 684-723 by the end of Sept
 10-15-24/8/05 Report

Report on the sales of Excise shops.	Yearly	Excise Commissioner	Government.	On or before the end of June each year. <i>the July? (more suitable) better</i>
Draft Notification of Excise shops with schedules.	-do-	-do-	-do-	On or before the end of January each year. <i>July is the date considered suitable by this office.</i>
Refund bills on account of arrack revenue payable to the Inamdars of certain villages in Bangalore District.	-do-	-do-	-do-	-do- 15th September each year.
-do- due to the Jahagirdar of Sivasamudram.	-do-	-do-	Chief Commissioner's No. 289, dated 6-9-'69.	-do- -do-
-do- on account of arrack and drug revenue due to Sringeri Mutt.	-do-	-do-	G.P.No. 7075-6/Ex.F.3-97-8, dated 4-4-1900.	-do- -do-
Detailed bill for recovery of proportionate cost of establishment from the Residency on -- account of C. & M. Station.	Year ending 31st March each year.	-do-	Government.	At the beginning of April each year. <i>(before 1st May)</i>
Statement showing Breweries in operation in the Mysore State.	Year ending 31st December.	-do-	G.P.No. 451-10-7, dated 23-4-1890.	On 1st January each year. <i>5th?</i>
List of Europeans & Co., in the Department.	-do-	-do-	Government.	-do- -do,
List of officers eligible for ~~2nd~~ promotion to Deputy Amildari or Amildari.	-do-	-do-	G.P.No. 7122-56/R.23-14, dated 31-1-1898.	Before the end of August each year.
Confidential reports about the work of graded officers.	Half yearly.	-do-	Government.	At the close of each half year.
Report on the inspection of tents.		-do-	-do-	before the end of December each year.

1st May

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LIST OF RETURNS Etc., DUE TO COMPTROLLER, MYSORE GOVERNMENT, BANGALORE.

~~Bill for~~ Bills for remuneration payable to the arrack carrying contractors.	Monthly.	Excise Commissioner.	Government.	On or before the 15th of the following month.
Pay bills of the Excise Commissioner and Assistant, to the Excise Commissioner.	-do-	-do-	Account Code.	On the 1st of each month.
Detailed contingent bill of Superintendence, District Executive Establishment and Government Central Distillery.	-do-	-do-	-do-	On or before the 15th of the following month.
Statement showing quantity of Ganja and Majum issued from Bonded Depots.	-do-	-do-	Comptroller.	-do-
Account showing the quantity of liquor utilized for bung wastage.	Yearly.	-do-	Government.	At the end of each official year. <i>not later than 15th September</i>
Schedule of Establishment of the Excise Commissioner's office with its enclosures.	-do-	-do-	Comptroller.	Not later than 15th September each year.
-do- of District Excise Offices Taluk office (Excise Branch) and Excise Executive Establishment.	-do-	-do-	-do-	-do-
Budget estimates of Receipts and Expenditure with enclosures.	-do-	-do-	Government.	On or before the 10th February each year.
Permanent advance certificate.	-do-	-do-	Account Code.	At the close of each official year.
Allotment of contingent grant @ to several District Excise Officers.	-do-	-do-	Comptroller.	On receipt of sanctioned budget each year.
Statement showing the realizations of Registration and surcharge fees on arrack and Foreign liquors.	Quarterly.	-do-	-do-	On or before the 25th of the following quarter.

2. 1. 1931
2. 1. 1931

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LIST OF RETURNS Etc., DUE ^{by} TO BOARD OF REVENUE. SALT AND ABKARI ASSISTANT COMMISSIONERS IN THE FRONTIER

DISTRICTS.

All Notifications in the Excise
Department.

As soon as
they are
published.

Excise Commissioner. Government.

As soon as they are
published. *received.*

LIST OF RETURNS Etc.. DUE TO COLLECTOR, CIVIL and MILITARY STATION, BANGALORE.

Statement showing the issues
of liquor made to the C. & M.
Station of Bangalore.

Monthly.

Excise Commissioner.

Government.

At the end of each
month. ~~1933~~

*This page is
not to be
used.*

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6.

LIST OF RETURNS Etc., DUE TO SUPERINTENDENT, GOVERNMENT PRESS

& STATIONERY.

Indented for printed forms.

Yearly.

Excise Commissioner.

Government.

✓ *end of January*
On or before the ^A each
year.

Indent for stationery articles
required for the Central office
and District Excise Offices and
Distillery.

-do-

-do-

-do-

-do- ✓

10/1
LIST OF RETURNS Etc., DUE ^{by} TO DIRECTOR OF INDUSTRIES & COMMERCE

IN MYSORE.

Statement showing supplies or @@@
stores received.

Monthly.

Excise Commissioner.

G.P.No. G. 2755-802/
Ed. 133-13-2, dated
9-9-1914.

At the end of each
month. ✓

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8.

LIST OF RETURNS &c., DUE TO INSPECTOR-GENERAL OF EDUCATION.

Statement of Foreign scholar-ships
granted in the Department.

Half yearly
ending 30th
June and 31st
December.

Excise Commissioner.

G.P.No. 1803-50/Edn.
12-15-10, dated
21-10-1915.

At the end of each
half year.

LIST OF RETURNS &c., DUE TO EXCISE COMMISSIONER.

1. D.C.B. statement with enclosures. (a) Statement showing D.C.B. (b) -do- on tree rent. (c) Memorandum explaining steps taken to recover arrears.	Monthly.	Deputy Commissioners.	G.P.No. 1054-63/R.353, dated 24-7-1897.	On or before 20th of the following month.
2. Statement of cases and reviews thereon.	-do-	-do- 03600000000000000000	Excise Commissioner.	-do- 10th -do-
3. List of unanswered references.	-do-	-do-	-do-	-do-
4. Comparative statement of consumption of arrack with District Excise Officer's review.	-do-	-do-	-do-	-do-
5. -do- number of trees licensed.	-do-	-do-	-do-	-do-
6. -do- Opium.	-do-	-do-	-do-	-do-
7. -do- Ganja.	-do-	-do-	-do-	-do-
8. Statement of stock and wastage of arrack in several Depots.	-do-	-do-	-do-	-do-
9. Statement showing resales of shops.	-do-	-do-	-do-	-do-
10. -do- shops newly opened.	-do-	-do-	-do- Government	-do-
11. -do- of dismissals.	Quarterly.	-do-	Government.	-do- 15th of the follow- ing quarter.
12. -do- of pension applications pending.	-do-	-do-	-do-	-do-
13. -do- promotions transfers and new appointments etc.,	Monthly.	-do-	-do-	-do-

			10.			
			<i>District is abolished</i>			
14. Statement showing Excise offences tried by the Magistracy.	Quarterly.	Deputy Commissioners.	Excise Commissioner.			On or before the 15 th of the following quarter.
15. Refund bill on account of Toddy Revenue due to the Jagirdar of Yelandur.	-do-	<i>Deputy Commissioner of Mysore.</i>	Government.			On or before the 15th of the following quarter. ?
D.C. Bills of the District Excise Offices.	Month.	Deputy Commissioners.	Account Code.			On or before the 10th of the following month.
Inspection Memos of several offices by the District Excise Officers.	Yearly.	-do-	Excise Commissioner.			To be forwarded along with the weekly diary of the District Excise Officer to which it pertains.
Schedule of Excise Establishment in the District and District offices with the following enclosures.	-do-	-do-	-do-			On or before 15th August each year.
(a) Statement of leave, new names &c.						
(b) -do- of Europeans and East Indians employed in the Excise Department.						
(c) -do- of officials who have attained the age of 55 years.						
District D.C.B. statement with enclosures.	-do-	-do-	-do-			On or before 15th of the second month following the year to which it relates.
Detailed statement showing results of sale of Excise shops.	-do-	-do-	-do-			On or before 15th June each year. - <i>15th June</i>
Statement showing the names of officials drawing R. 70/- and above.	-do-	-do-	-do-			At the end of each official year. <i>At the end of each year?</i>

Gradation list of Ministerial and Executive officers.	Yearly.	Deputy Commissioners.	Excise Commissioner.	At the end of each official year.
Report on the Excise Administration of the Districts.	-do-	-do-	-do-	On or before 15th August each year.
Indent for stationery required for the District Excise Offices.	-do-	-do-	-do-	-do- 15th January each year.
-do- for Forms and books.	-do-	-do-	-do-	-do-
Arrack, Toddy, Drug and Beer schedules.	-do-	-do-	-do-	-do- the end of January each year.
Refund bills on account of arrack revenue payable to the Inamdars of certain villages in the Bangalore District.	-do-	-do- Bangalore.	-do-	On or before the 15th August each year.
Refund bill on account of arrack revenue due to the Jahgirdar of Sivasamudram.	-do-	-do- Mysore	-do-	-do-
Refund bills on account of arrack and drug revenue due to the Sringeri Mutt.	-do-	-do- Kadur.	-do-	-do-
Budget estimates of receipts with enclosures.	-do-	Deputy Commissioners.	-do-	-do- 20th January each year.
Confidential reports about the work of graded officers.	Half yearly.	-do-	-do-	At the close of each half year.
-do- work of Range Inspectors.	-do-	-do-	-do-	-do-
Permanent advance certificate.	Yearly.	-do-	-do-	At the close of each official year.

Statement showing the realizations of Registration fees and Surcharge fees, on arrack & Foreign liquors.

Quarterly. Deputy Commissioners.

Excise Commissioner.

On or before the 15th of the following quarter.

Remuneration to Patels.

Yearly. -do- Hassan.

Government.

At the close of each official year. ✓

Permanent advance of books.

Quarterly. Deputy Commissioners.

Excise Commissioner.

On or before the 10th of the following month.

Itineration statement of Inspectors and Assistant Inspectors.

Monthly. -do-

-do-

-do-

Statement of cases detected by Excise officers with the District Excise Officer's review thereon.

-do-

-do-

-do-

-do-

Statement of fines imposed departmentally under Excise Regulation by the District Excise Officers.

-do-

-do-

-do-

-do-

Statement showing the breweries in operation in the District.

Year ending 31st December.

-do-

-do-

At the close of December each year.

List of officers eligible for promotion to Deputy Amildari or Amildari.

Yearly.

-do-

-do-

At the beginning of August each year.

Statement showing dismissals ordered. Quarterly.

-do-

-do-

On or before the 10th of the ~~20th~~ month following the quarter.

Statement showing a list of confiscated articles in all Excise cases.

Monthly.

-do-

-do-

-do- the 15th of the month following.

Statement of rewards awarded to Excise subordinate staff and others.

Quarterly.

-do-

-do-

By the 15th of the month following the quarter.

COMPTROLLER.

Statement showing the total expenditure under different heads of IV Excise.

Yearly. Comptroller. Government.

At the end of August each year.

-do- realizations on account of Malva Opium sold in different Treasuries.

-do-

-do-

-do-

-do-

-do- Malva opium purchased and the cost thereof.

-do-

-do-

-do-

-do-

-do- wastage and dryage of Malva Opium.

-do-

-do-

-do-

-do-

Statement showing the advances made to manufacturers and adjustments made &c.,

-do-

-do-

-do-

-do-

Revenue statistics No.

Monthly.

-do-

-do-

At the end of each month. ✓

Statement showing the realizations of Excise Revenue.

-do-

-do-

-do-

-do-

-do- of cess.

Quarterly.

-do-

-do-

On or before the 15th of the month * following the quarter. ✓

Statement of officials who attain the age of 55th year.

Yearly.

-do-

-do-

On or before the end of the official year.

These lists are not being used now. Perhaps they have been dispersed with other papers in the file from the records.

LIST OF RETURNS ^{to} ~~to~~ DUE ~~to~~ AMILDARS.

Inspection reports of Bonded
Depots.

Monthly.

Amildars.

Excise Commissioner.

On 1st of each month.

"J" Passes with pherist.

-do-

-do-

-do-

On the 10th of the following
month.

LIST OF RETURNS &c., DUE ^{by} TO SUPERINTENDENT OF EXCISE, C.& M. STATION.

Statement showing the country
beer issued from the breweries
in the C. & M. Station to the
taverns in the Mysore State.

Monthly.

At the end of each month.

LIST OF RETURNS &c., DUE TO DISTILLARY OFFICER.

Indent for printed forms	Yearly.	Excise Commissioner.	
Schedule of Establishment with enclosures.	-do-	Comptroller.	On or before the 15th August each year.
Permanent advance certificate.	-do-	Excise Commissioner.	At the close of each official year.
~~0000000000~~ Indent for ~~0000~~ stationery articles.	-do-	-do-	On or before the end of September each year.
Statement showing issues of arrack and other spirits to each Bonded Depot and the number and amount of cheques issued to Manufacturers.	-do-	-do- x	On or before 1st August following the year.
Register of issues made to the various Bonded Depots.	-do-	-do-	-do-
Abstract of the arrack stock balance statement of the Government Central Distillery.	-do-	-do-	-do-
Statement showing the issues of arrack made to the C. & M. Station.	-do-	-do-	-do-
Register showing drugs issued from the Provincial Head Quarters Depot to the several Depots in the State.	-do-	-do-	-do-
Contingent Bill.	Monthly.	-do-	At the close of each month.
-do- for packing and issuing Ganja.	-do-	-do-	-do-
Statement showing the issues of arrack and other spirits to each Bonded Depot and No. and amount of cheques issued to Manufacturers.	-do-	-do-	On or before the 15th of the following month.

Register.

Register of issues made to Bonded Depots.	Monthly.	Excise Commissioner.	On or before the 15th of the following month.
Abstract of arrack stock balance statement.	-do-	-do-	-do-
Statement showing the issues of liquor made to C. & M. Station.	-do-	-do-	-do-
Bills on account of Water consumed in the Government Central Distillery and also in the staff quarter &c.	-do-	-do-	-do-
Register showing Ganja and Majum issued from the Provincial Head Quarters Depot to Taluk Treasuries.	-do-	-do-	-do-
Copy of pay bills of Distillery Establishment.	-do-	-do-	At the close of each month.
Overtime allowance bills.	-do-	-do-	-do-
Diaries	Weekly.	Distillery Officer and Resident Inspector.	On the 1st day of the following week.
Statement showing the particulars of duty paid spirit issued from the Distillery.	-do-	Excise Commissioner.	On the day following the week to which it relates.
Duplicate of cheques given to the Manufacturers for price of liquor.	Daily.	-do-	At the close of each day.

ARRACK MANUFACTURERS.

Distillery rent.	Monthly.	Arrack Manufacturers	-do-	In advance at the beginning of every month.
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MYSORE PHARMACEUTICALS LTD.,

Refund bills.	Managing Director.	G.P. No.F1.3510-12/ S.R. 32-15-9, dated 2-1-1916.	When occasion arises:
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LIST OF RETURNS &c., DUE ^{by} TO INSPECTORS.

Arrack consumption in separate shops.	Monthly.	Inspectors of Mysore Bangalore, Bowring-pet & C.R. Works.	Excise Commissioner.	On or before 15th of the following month.
Wastage statement.	-do-	Inspector of Bangalore.	-do-	At the close of each month.
Crime sheets of important cases falling under Section 55, 57, & 58 (1st information report of heinous offences).	As soon as a case is detected.	Inspectors.	-do-	On the same day.
Annual accounts of several returns.	Yearly.	-do-	-do-	On or before the 15th August each year.
Diary of Excise Inspector, W. & W Establishment, Mysore Pharmaceuticals Ltd.	Weekly.	Inspector W. & W. Estt.	-do-	The next day after the close of the week.

LIST OF RETURNS &c., DUE ^{by} TO DISTRICT TREASURY OFFICER,

@@@@@BANGALORE@@@@@
BANGALORE.

List of Distillery Cheques
 cashed in the Bangalore District
 Treasury.

Bi-monthly.

District Treasury
 Officer, Bangalore.

Excise Commissioner.

ALL THE DISTRICT TREASURY OFFICERS .

Plus and minus memo of Ganja
 and opium.

Monthly.

District Treasury
 Officers of all
 the Districts.

-do-

By the 10th of the month
 following that to which the
 return relates.

LIST OF RETURNS &c., DUE ^{by} ~~to~~ ARRACK CARRYING CONTRACTORS.

Remuneration bills.

Monthly.

Arrack Carrying
contractors.

Excise Commissioner.

At the close of each month

140
STATEMENT SHOWING REPORTS AND RETURNS &c.,

Serial No.	Subject.	Period covered by report or return.	By whom prepared.	Under what authority.	Date of submission.
---------------	----------	---	----------------------	--------------------------	---------------------

21.

LIST OF RETURNS &c., DUE TO MAGISTRATES.

Charge sheets in Excise
and Opium cases prosecuted.

As soon as
it is finally
disposed of.

Magistrates.

Excise Commissioner.

Immediately after disposal.

DISTRICT MAGISTRATES.

Statement of Excise cases dis-
posed of by several Magistrates
in the District.

Quarterly.

District Magistrate. Excise Commissioner.

On or before the 15th of the
following quarter.

Appendix E

Current Register of papers received into or arising in the office of the Excise Commissioner in Mysore.

Number in the Register	Of from outside, outside date & number & from whom received.		If from outside -side (a) numbers of enclosures (b) number of spare copies.	If from outside date of receipt.	Purport of the current with catch word underlined.	Name of clerk to whom -- current was given for disposal.	Reference sent out.		Number and date of disposal, if disposed of by number. Copy of the order of disposal in other cases.
	From whom	No. and date.					A Date & brief abstract of the reference or copy of the reference if sent in original	B Outside number and date of reply.	
1	2	3	4	5	6	7	8	9	10

Note:-

1. In the case of papers arising in the office, columns 2, 3, and 4 should be ~~left~~ blank.
2. Differences of language should not be recognised in registering communications in English & Kanada being treated alike.
3. A reply to a reference should not be entered as a new item, but should appear under column 7 (B).
4. Similarly a reminder received on a current should not be shown as a new item but should be noted under column 2 in red ink.
5. Reminders sent to other offices should be entered in red ink under column 7 (A).
6. Ample space should be left under each entry for making subsequent entries.
7. Papers registered in one of the special current registers (e.g. Periodical, petition, register of papers received from Government) need not be registered in the general register. The object is that several Registers should not overlap one another. Papers Registered in the Tour Register should however be transferred to the current register as early as practicable.
8. The entries should be very brief and particular care should be taken to underline the catchword in column 5.
9. If any special instructions are received regarding the period within which reply is desired they should be noted in red ink in column 5.
10. Items of the current register remaining undisposed of at the end of the year should be carried forward to the new year's current register. When an entry in the current register is thus carried forward, the fact should be noted against the entry in column 8 of the original register, thus - vide same number in register of

Periodical Register for displaying and Registering papers due at fixed intervals for the Calendar year.

No. in this Regis- ter.	Name of the Periodical.	Due dates.		Name of the clerk respon- sible	Number & date of remind- ers re- ceived from su- perior au- thority.	Name of the Officer from whom the -- Periodical is due.	Date of remind- ers sent from this office.	Date of receipt of Periodi- cal.	Abstract of refer- ence if any sent from this office & date.	Number & date of reply.	Number and date of disposal if disposed of by numbers Copy of the order of d- posal in other cases.
		In com- ing.	Out going								
1	2	3	4	5	6	7	8	9	10	11	12

Note:-

The periodical Register is written in the same way as the ordinary current Register, but columns 2, 3, 4 and 5 are entered beforehand once a quarter like the current Register, this is a combined Register of periodicals coming into office as well as of periodicals sent out of it.

A list of periodicals for the submission, scrutiny or review of which the office is responsible should be kept and changed if any should from time to time be posted in it. This is a permanent list and the reports and returns should be grouped in it as "monthly, quarterly, etc".

From this list the Periodical Register is prepared by entering in it at the commencement of each quarter the several returns and receipts reports in the order of their falling due, A monthly return should be booked 12 times in the Register and a quarterly 4 times and so on. If a return received from 8 offices say, for review or for sending up a consolidated return to Government it should be booked only once in the Register, the names of offices furnishing information being noted in column 7.

143
H. H. H. H. H.

THE GOVERNMENT REGISTER .

No in the Regis- ter.	Outside date and number and from whom received.		(a) Number of enclosures	Date of receipt	Purport of the current with catch word un- derlined.	Name of clerk to whom current was given for dis- posal.	Reference sent out.		Number and date of disposal , if dis- posed of by number. Copy of the order of disposal in other cases.
	From whom	No. and date.	(b) Number of spare copies				A Date & brief abstract of the reference or copy of the reference if sent in original.	B Outside No. and date of reply.	
1	2	3	4	5	6	7	8		

141
Appendix 4

THE PETITION REGISTER .

(Each item must be separately ruled off).

No. in the Re- gister	From whom received	Taluk.	Village.	Value of court - fee stamps attached & enclosures	Date of receipt	Purport of the current with catch word un- derlined.	Reference sent out date and to whom with a -- brief abstract. Copy of the re- ference if sent in original.	Outside number and date of reply.	Number and date of disposal ~~if~~ disposed of by number. Copy of the order of dis- posal ~~in~~ other cases
1	2	3	4	5	6	7	8	9	10

Note:-

Endorsed petitions received from Government for disposal should be entered as ordinary papers in the current Register and should not be brought into the Petition Register.

THE TOUR REGISTER.

Number in the Register	If from outside, out -side date & number & from whom received From whom. No. & date	If from out -side (a) No. of enclosures (b) No. of -- spare copies.	If from -side out side date of receipt	Purport of the current with catch word under lined.	Name of clerk to whom cur -rent was given for disposal.	Reference sent out.		No. & date of disposal if disposed of by No. Copy of the order of dis- posal in othe cases.
						(a) Date & brief abstract of the reference or copy of the reference if sent in original	(b) Outside No. & date of reply.	
1	2	3	4	5	6	7	8	

Appendix J.

The Personal Register of Disposing clerk.

Current number and date of receipt.	Intermediate reference.	Reply.	Disposal.	Remarks.
--	----------------------------	--------	-----------	----------

141 *Appendix A*
R Series.

Disposal list of papers issued with numbers or recorded.

(Each item must be separately ruled off.)

Disposal Number	Date of disposal if on a current or currents received if not - date of issue.	If on a current or currents re- ceived from whom received and No. & date of the <u>communication.</u> From whom. No. & date.	If on a current or currents re- ceived Register in which the -- current was en- tered & the No. of the current in that Register	Officer to whom disposal is addressed	No. & year of the last record previous - abstract disposal on with -- the same -- catch subject. word un- derlined	Copy of abstract with -- catch word un- derlined	Date of despatch.	Date of receipt of the disposal file by the record- keeper with ini- tials.	Date on which the file was indexed and initials of the indexer.
1	2	3	4	5	6	7	8	9	10

D. ~~000000~~ Series

Same as above with an additional column No. 11, "if not to be destroyed ten years hence, the year of destruction."

Albendin L

PEON BOOK.

Date.	To whom.	Contents of cover.	Name of peon.	Initials of Receiver.
-------	----------	--------------------	------------------	--------------------------

Register of cases sent to or received from other Departments Unofficially.

Register No.	Date of issue or receipt	Issued.		Received.		To or from whom.	Brief Subject.	Date of return.	Date of submission or reference to Diary No.
		File & serial No.	Head of Corres- pondence	No.	Date				

4 Appendix

No.-----

~~SECRET~~

OFFICE OF THE EXCISE COMMISSIONER IN MYSONG.

Unofficial Memorandum.

~~SECRET~~

The cases noted below were referred unofficially to the
Department, on the dates specified.

Will the Department kindly say when their
return may be expected, or inform the Excise Commissioner what
action, if any, has been taken on them.

It is requested that the Excise Commissioner may be favoured
with a reply to this reminder not later than the

Dated
.....191 .

*This is not appropriate
to the Excise Commr's Off*

SERVICE POST CARD.

(Office of the Excise Commissioner in Mysore.)

No.-----

----- Reminder.

.....

The return / report noted in the margin which was due on the
not having been received, the under-
signed requests that its transmission may
be expedited and further delay avoided.

-----the----- 191 .

Excise Commissioner
in Mysore.

Appendix 6/1

REMINDER.

152

Office of the Excise Commissioner
in Mysore, Bangalore.

REPLY.

No. Dated 191 .

No. dated the 191 .

To

To

The Excise Commissioner
in Mysore,
Bangalore.

Subject.

Office Memorandum.

The undersigned has the honor to
invite attention to the marginally
noted communication
and to request that he
may be informed, in
the column opposite, of
the cause of delay in
furnishing a reply and
of the approximate date

at which a reply may be expected.

2. This office may be favoured
with a reply to this reminder not
later than the

Excise Commissioner.

Previous reminder.

Excise Commissioner.

Appendix P

Daily Despatch Sheet.

Dated -----

Issue No.	Head of correspond -ence.	File No. & serial No.	To whom.	Date of actual despatch.
--------------	---------------------------------	-----------------------------	----------	--------------------------------

1571
Appendix A

L= Letter Post
 B= Book
 P= Parcel
 T= Tola

EXCISE COMMISSIONER'S OFFICE Postage Account for the Month of 191 .

Month of & date.	To whom addressed.	Station or Post Town.	Contents.	By what post	Weight.	Amount of postage.	Total and Daily balance.
---------------------	--------------------	--------------------------	-----------	-----------------	---------	--------------------------	-----------------------------

Brought forward ..

Carried over ...

Appendix R

Dr.

CASH BOOK.

Cr.

1	Month and date.
2	Receipt.
3	Ledger folio.
4	Amount
5	Total
6	Initials of the Registrar <i>Arab Comand</i>
7	Month and date
8	Disbursements.
9	Voucher No.
10	Ledger folio.
11	Amount.
12	Total.
13	Initials of the Registrar. <i>Arab Comand</i>

L E D G E R.

Dr.					Cr.				
Month and date.	Cash book folio	Receipts	Amount	Total	Month and date	Cash book folio	Disburse -ments.	Amount	Total
1	2	3	4	5	6	7	8	9	10

List of records to be retained or destroyed.

Serial No.	Subject of papers.	Period of retention.
<u>Correspondence.</u>		
1.	Routine correspondence regarding discrepancies in accounts and subjects connected with the keeping of accounts and returns.	To be retained or destroyed with the papers to which it relates.
<u>Administration.</u>		
2.	Administration Report (Provincial).	To be retained
3.	District Administration Reports with enclosures and correspondence pertaining thereto.	-do-
4.	Abolition, re-opening or creation of Excise Ranges.	To be retained for 5 years.
5.	Circular and standing orders.	To be retained
6.	Correspondence regarding conference and meetings.	To be retained for 5 years.
<u>Beer.</u>		
7.	Correspondence and returns pertaining to country and draft beer.	-do-
8.	- do - Breweries.	-do-
<u>Books etc.</u>		
9.	Acts, Regulations and Rules framed thereunder.	To be retained
10.	Books supplied by Government to the Office Library.	- do -
11.	Mysore Gazette.	- do -
12.	Fort St. George Gazette.	To be retained for 3 years.
13.	Quarterly Civil List of Gazetted Officers.	One year.
14.	Monthly Proceedings of the Board of Revenue, Separate Revenue, Madras.	To be retained.
15.	- do - of the Government of Mysore.	- do -
16.	Administration Reports of other Departments (both local and Foreign Governments).	3 years.
<u>Budget.</u>		
17.	Papers connected with Budget estimates and correspondence pertaining thereto.	-do-

Collection.

- | | | |
|-----|--|-------------|
| 18. | All correspondence regarding the collection of Excise Revenue. | Five years. |
| 19. | Government Proceedings and Excise Commissioner's Orders sanctioning refunds. | 2 years. |
| 20. | Government Proceedings re repayment of deposits. | 3 years. |

Confiscations.

- | | | |
|-----|---|---|
| 21. | All correspondence regarding the confiscation, sale etc., of articles seized in Excise cases. | To be destroyed after 5 years. 3 years. |
| 22. | All routine correspondence pertaining to confiscations. | - do - |

Consumption

- | | | |
|-----|--|-------------------|
| 23. | Correspondence of an important nature regarding the fluctuations in consumption etc. | To be retained. |
| 24. | Reviews on statements of consumption and replies thereto. | - do - |
| 25. | Returns relating to consumption. | 2 years. |
| 26. | All routine correspondence. | 5 years. 3 years. |

Contingencies.

- | | | |
|-----|--|-------------------|
| 27. | Routine correspondence regarding contingent charges. | 5 years. 3 years. |
|-----|--|-------------------|

Crime.

- | | | |
|-----|--|-----------|
| 28. | Crime reviews and correspondence pertaining thereto. | One year. |
| 29. | All routine correspondence pertaining to crime. | - do - |

Depots.

- | | | |
|-----|--|-------------------|
| 30. | Important correspondence regarding the opening or closing of Depots. | To be retained. |
| 31. | Rules for the management of Depots. | Till superceded. |
| 32. | All routine correspondence regarding Bonded Depots. | 5 years. 3 years. |

Distillery & Ganja.

- | | | |
|-----|--|-------------------|
| 33. | Rules for the management of | Till superceded. |
| 34. | All routine correspondence, regarding (including carrying contractors, Manufacturers and other Departments.) | 5 years. 3 years? |

Diaries.

35. All correspondence relating to the diaries of District Excise Officers and Range Inspectors. One year.

Duty.

36. Correspondence about changes in still head duty. To be retained.
37. Correspondence re imposition of duty and change therein. 5 years.
38. Routine correspondence about still head duty. 5 years.
39. Correspondence relating to the levy of duty on all Exciseable articles. To be retained.

Establishment.

40. Application for appointment. To be retained in the case of those employed. Others to be destroyed after one year.
41. Correspondence regarding the revision of establishment. To be retained.
42. Gradation Lists of Establishments (both ministerial and executive). - do -
43. Government orders sanctioning the entertainment of temporary clerks. 5 years.
44. - do - on the periodical returns submitted by the Excise Commissioner. 1 year.
45. - do - sanctioning the exemption of candidates from 25 years bar. 5 years.
46. All routine correspondence relating to Establishment. 5 years.
47. Government Proceedings sanctioning the exemption from examination rules of unpassed candidates. To be retained.

Export, Import and Transport.

48. Rules and Publications affecting of Exciseable articles. To be retained.
49. All routine correspondence pertaining to 5 years.

Forms.

50. Agreements, counterparts, lists of shops etc., permits etc. 5 years.

51. Routine correspondence regarding 5 years. *1 year*
- Forms.
52. Correspondence containing instructions for the up-keep of forms. Till forms are superseded.
53. Correspondence regarding the printing and supply of --- 5 years. *3 years*
54. All routine correspondence relating to -do- *do*
- Foreign Liquors.
55. Rules regarding Till superseded
56. All routine correspondence relating to 5 years. *3 years*
- Instruments.
57. Correspondence of all important nature regarding the supply, use etc, of various classes of Instruments for Abkari purposes. To be retained.
58. All routine correspondence pertaining to 5 years. ✓
- Inspection and Itineration.
59. Review on the notes of inspection by the District Excise Officers. 2 years.
60. - do - on the monthly itineration statements. 2 years.
61. Notes of inspection of the Excise Commissioner. 5 years.
62. All routine correspondence pertaining to inspection and itineration. 2 years.
- Issues.
63. Papers connected with the issues of Spirits, intoxicating drugs etc. 5 years. *3 years*
~~To be retained~~
- Inam.
64. Records connected with the settlement of claims of Inamdars with Government orders &c. To be retained.
65. All routine correspondence pertaining to Inam-branch. *the above* 5 years. *3 years*
- Leave, Pay & Allowances.
66. Notifications &c. of leave granted to Officers ... 3 years. *1*
67. Papers regarding the grant of leave (other than casual) to non-gazetted officers both executive and Ministerial. 3 years. ✓
68. Papers regarding the grant of casual leave. 1 year.

69. All routine correspondence regarding increment of salary, travelling allowance bills, charge allowance, leave allowances camp equipage etc. 5 years.
70. Papers relating to the grant of advances to officers and officials. 2 years.
71. Papers sanctioning travelling or charge allowances to individual officers. 5 years.
72. Personal files of officers and Range Excise inspectors. Until retirement.
73. Government Proceedings granting permission to rail, horses, tents, motors or any other kind of locomotions. 2 years.
74. All papers regarding the action taken on the bills not paid within six months. 1 year after payment.

Licenses.

75. Correspondence regarding the grant, cancelment etc. of ... 5 years.
76. -do- about the terms of 1 year.

Machine & Weights.

77. Correspondence re the supply, repairs loss, test, distribution of machines and weights. 2 years.

Methylation.

78. Rules regarding Till superseded
79. All routine correspondence regarding ... 5 years.

Miscellaneous.

80. Papers of ... nature. 5 years. 3 years.
81. Papers relating to the permission granted to officers to leave their stations during holidays etc. 3 years.
82. All other papers not mentioned under any of the heads in this list. 3 years.
83. Correspondence relating to lands containing date trees given out for cultivation. 5 years. ✓

Penalties.

84. All papers regarding 5 years. ✓

Pension & Gratuity.

85. All papers regarding 5 years.

Permits.

Permits.

86. All papers regarding the grant of ... 5 years. 3 years

Petitions.

87. Petitions of appeal, orders of re-instatements etc. 10 years.
88. Petitions such as bear merely routine endorsements (e.g.) rejecting petitions for lapse of time, etc. 1 year.
89. All other correspondence connected therewith. 5 years.

Prevention.

90. Important correspondence regarding strength and allocation of parties and preventive measures etc. To be retained.

Price of Liquor.

91. Papers regarding the 5 years.

Punishments.

92. Correspondence regarding reductions, suspensions and dismissals. To be retained.
93. All other correspondence regarding ... 5 years.

Revenue.

94. Review and replies to reviews on the Demand, Collection and Balance statements. 5 years. 3 years
95. Provincial D.C. & B. statements. To be retained. 10 years.
96. District D.C. & B. statements. 5 years.
97. All other correspondence regarding Revenue of the Department, including rents, rates and taxes. 5 years.

Rewards.

98. Correspondence regarding 5 years. 3 years
99. Rules regarding the grant of rewards. Till superseded
100. Excise Commissioner's or Government order sanctioning the payment of special rewards. 2 years.

Sales.

101. Correspondence of an important nature regarding To be retained.
102. Annual sale notifications and schedules. - do - 103.

I03. All routine correspondence regarding .. 5 years.

Samples.

I04. Papers regarding 5 years. *3 years*

Securities.

I05. Security Bonds. 5 years.

I06. All routine correspondence regarding - de -

Service Books.

I07. Service Books. To be retained.

I08. Routine correspondence regarding the verification etc. of 2 years.

Shops.

I09. Papers regarding the opening and closure of etc. 5 years. *3 years*

Smuggling.

I10. Papers to cases of smuggling 5 years.

Stationery.

I11. Papers regarding the supply etc., of 5 years.

Stores.

I12. Papers sanctioning estimates for redord-racks, al,irans and other articles of furniture and also of the purchasing of or ordering the supply of belts and badges, clocks, lamps, books, paint, dram cups etc 2 years.

I13. All routine correspondence regarding the supply of uniform clothing 5 years.

Taverns.

I14. Papers regarding the opening etc., of 5 years.

Tents.

I15. Correspondence regarding reports on the condition of tents 6 years.

I16. All other correspondence re tents, such as relating to repairs etc. 6 years.

Tests.

I17. Papers relating to the test of liquors. 5 years. *3 years*

THE FURNITURE REGISTER.

- I. This Register is kept by the Store-keeper.
- II. In it are shown all the articles of the Department.
- III. The Register is bound and requires no renewal.
- IV. The articles of furniture are entered by rooms and branches.
- V. Columns 6 and 7 are filled in whenever the information is available, but mostly they are blank. So also column 3 is not filled in.
- VI. Columns 1, 2, 4 and 5 are duly filled in.
- VII. On a few of the articles the Nos. of the Register are painted.
- VIII. But as the series of Nos. commences with 1 under each room, the name of the officer or the particulars of the room have also to be pointed.

SUBJECT.....

Diary No. of letter replied to.....

Section

EAG

File No. 6

Serial No. 2

General and Revenue Secretariat

()

, the

191

No.

16.

Serial - 2.

Date of issue

20. 6. 16.

To

The Prince Court in Mysore

Signed by

Mr. N. Matheravale

Sir,

With reference to your letter No: 361 of the 28th July 1916 submitting for approval a draft office manual for regulating work and procedure in your office, I am directed to state that the draft manual

over.

889
20/6

has been revised in some places and provisionally approved for adoption from the 1st of July ~~onward~~. I am to invite attention to the ~~Some~~ modifications ~~are~~ suggested in the manual, which include, in addition to verbal changes here and there, the insertion of the revised rules pertaining to the disposal number system and the omission of certain rules under the head "noting" which appeared unnecessary. In the portion relating to departmental procedure, the nomenclature of the Branches and Sections of the Office has been altered and the minor sub-divisions ~~thereunder~~ have been omitted in order to avoid unnecessary

List of enclosures.

Copied by

Examined by

G. R. S. 27]

GENERAL AND REVENUE
SECRETARIAT.

(Continuation sheet draft form.)

Uniformity of classifica-
tion.

3. The division of the body of the manual into two parts seems unnecessary and is dispensed with.

4. In the ~~appendices~~, the list giving ^{the} periods of retention for different classes of records ^(Appendix) has been altered with a view to bringing ^{the periods} into line with the principles of the disposal number system and the practice in other ~~depts.~~ departments.

5. It is requested that you will be so good as to consider the suitability of these modifications and to forward a revised copy of the manual embodying your final opinion on the different points. ^{in the} ~~the~~ meantime the system

The Govt orders proposes to be appended to (C 22 to 216) the manual may be omitted as they are of a general character and have no ^{special} reference to the Excise Commr's Office.

of work laid down in the
manual may be followed.

as already stated, from the 1st premium

Traverse

~~7. The standing was~~

~~proposed to be printed in~~

2

176

my

196/18

2 Sept 1868

E. A. G. 6. 169
sl 3.7

A.C. No: 483-16-2

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE,

2 NOV 1916

Bangalore, dated...30th...October 1916.

1-11-1916

FROM

P. RAGHAVENDRA RAO, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

TO

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
General ~~XXXXXX~~ Department.

SIR,

Adverting to your letter, No. 6/F.A.G, dated 20th June 1916, re the draft Office Manual provisionally approved for adoption in my office from the beginning of the current official year, I have the honor to state that the suggestions therein indicated are - - generally suitable and have been adopted also. The change in the nomenclature of the branches and sections of the office is also - noted. If any necessity should arise for their revision after the experience of one official year, modified proposals in the - - matter will be submitted.

2. The additional items detailed in the margin may also be added

1. Calendars in Excise cases disposed of by the Magistracy.
2. Diaries of District Excise Officers.
3. -do- Distillery Inspector and Watch and Ward Inspector.
4. Depot inspection reports.
5. Inspection reports of District Excise Officers.
6. Beer permits.
7. Intimations of the grant of casual leave to Departmental officers.

to the list of those in which papers need not be registered in the appropriate current Registers of this - - office, (vide para 19 of the office Manual), and a sentence, as noted in the margin, added also at the end of para 81.

Recd.

191 .

FROM

P. RAGHAVENDRA RAO, Esq., B.A., B.L.
Excise Commissioner in Mysore,

To

D. M. Narasinga Rao, Esq., B.A., B.L.
Secretary to the Government of
H. H. the Maharaja of Mysore,
General ~~XXXXX~~ Department.

Dated 30th October 1916.

Despatched 1. 11: 16

Received

General No. A. C. No: 483-16-2

Enclosure No.

SUBJECT.

Submitting a revised copy of the
Office Manual.

---000---

170
2.

3. A copy of the revised Manual, embodying the above, is herewith

An alphabetical index, subjectwar shall be maintained in) submitted for the
the office as shown in appendix V.)

information of Government.

I have the honor to be,
Sir,
Your most obedient servant,

P. Rajahmunes
36.10.66
Excise Commissioner.

E.

MRG.

G. R. S. 26]

171
E.A. File No. 6
Serial No.

Diary No. of letter replied to

No.

General and Revenue Secretariat

(E.A.B.)

, the

191 . }

Date of issue

13/11/16

Signed by

W. E. J. Jeyaraj

To

The Excise Comdr

Mysore

Sir,

With refce. to your
letter No. A.C. 48316-2
of the 7th inst. in relation
the revised manual of
your office, I am directed
to request you to ~~be~~ send
for me the original draft manual
submitted with this office
letter No 6-E.A.B. of the 20th June
1916. It will be sent back
over.

SUBJECT.

to you, if necessary; when
done with.

Shaverca
nu

Force of fork:

ful depts:

use
9/11.

List of enclosures

Copied by

Examined by

173
OFFICE OF THE EXCISE COMMISSIONER IN MYSORE,

Bangalore, dated 13th November 1916.

18

178
20/11/16
A.C.-no. 483

ENC. 1 file
FROM

20 NOV 1916

TO RAGHAVENDRA RAO, Esq., B.A., B.L.,
Excise Commissioner in Mysore.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Secretary to the Government of

His Highness the Maharaja of Mysore,

General Revenue Department.

SIR,

In reply to your letter No. E. A. G. 3 dated the 13th -

Instant I have the honor to forward herewith the original draft

Manual of my office and to request that it may kindly be returned

when done with.

I have the honor to be,

Sir,

Your most obedient servant,

D. S. S. S. S.

Assistant Commissioner,

for Excise Commissioner,

absent from the Station.

by

Referred
Separately
on 14/6/17

191

FROM

P. RAGHAVENDRA RAO, Esq., B.A., B.L.
Excise Commissioner in Mysore,

To

D. M. Narasinga Rao, Esq., B.A., B.L.
*Secretary to the Government of
H. H. the Maharaja of Mysore,
General ~~Revenue~~ Department.*

Dated 16th November 1916.

Despatched

Received

General No.

Enclosure No.

SUBJECT.

Forwards the original draft
Manual.

---000---

G.R.S. 28]

File No. 6
Serial No. 4

Diary No. of letter replied to _____

GENERAL AND REVENUE
SECRETARIAT.
()

Proceedings of the Government of His Highness
the Maharaja of Mysore

READ—

, the 191 .

Date of issue 20. 12. 16.

Signed by Mr. N. Madhana Rao .

G.O. N^o. 6. S.A. of the 20th June
1916 approving provisionally
the manual of work and pro-
cedure in the Excise Comrs.
Office and indicating the lines
on which the manual required
revision.

2. Letter N^o. A.C. 483-16-2 of
the 1st Nov 1916 from the Excise
Com^r Submitting ~~for the~~
over.

SUBJECT.

Approves the revised office manual
for the Excise Comrs' office.

Draft office manual only
revised.

Order 80-6-E.A.4 of 18th Dec 1967
20

The revised manual
is approved and appended
to this order.

The Ex-ice Comr. is requested
to have three ~~or~~ superintendant
copies of the revised manual
made and forward the same
early for use in the Gul & Rev.
Secretariat.

~~Oborder~~

~~My~~

For recy to foot.

Gul & Rev.

recy
-18/12..

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read:-

G.O.No.6-E.A.G. dated the 20th June 1916 approving provisionally the manual of work and procedure in the Excise Commissioner's office and indicating the lines on which the manual required revision.

2. Letter No.A.C.483-16-2 dated the 1st November 1916 from the Excise Commissioner submitting the draft office manual duly revised.

- - - - -

Order No. 6-E.A.G.-4. dated the 19th December 1916.

The revised manual is approved.

Sd/- *N. M. Hanuman*

for Secretary to Government,
General Department.

To

The Excise Commissioner in Mysore.

Copy to Branch II with file.